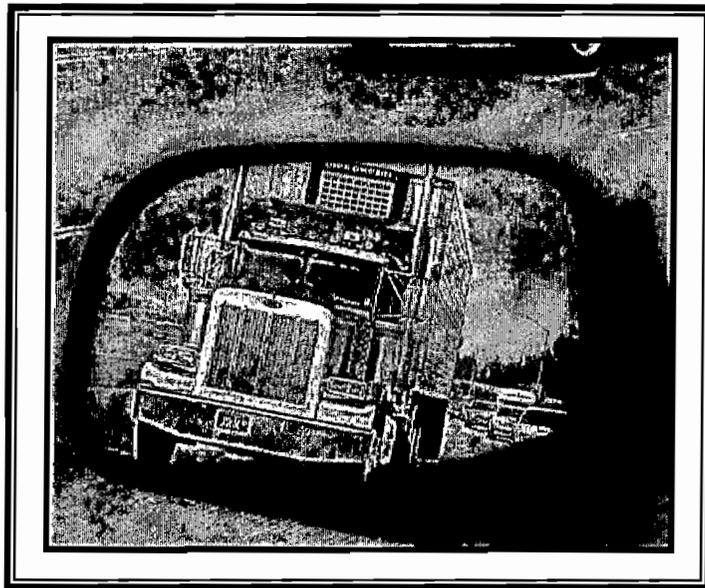


**ATTACHMENT #31(B)**  
**ARIZONA, NEW MEXICO, AND TEXAS**  
**INTERNATIONAL REGISTRATION PLAN**  
**INFORMATION**

**(52 Pages)**

# ARIZONA

# Arizona APPORTIONED REGISTRATION MANUAL



99-0149 R12/07

**Motor  
Vehicle  
Division**

[www.azdot.gov](http://www.azdot.gov)

## 5.0 Arizona Requirements

### Base Jurisdiction

To register an apportioned vehicle in Arizona, the carrier must:

- Have a valid US Department of Transportation (USDOT) number and a Federal Employer Identification Number (FEIN) and/or a social security number. A carrier that does not have a USDOT number may apply directly to the Federal Motor Carrier Safety Administration by visiting their website at: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov), or submit a completed MCS-150 application to MVD Motor Carrier and Tax Services.
- Have an established place of business in Arizona. An “established place of business” is defined on page 5.
- Have a publicly listed Arizona telephone number listed in the fleet registrant’s name and a person to contact during normal business hours.
- Have mileage accrued in Arizona by the fleet.
- Have operational records of the fleet maintained or made available in Arizona.

### Vehicle Documentation

The vehicle must have a valid Arizona title or a record on MVD’s title and registration database. If the database does not indicate a record for the vehicle being registered, we will require sufficient documentation to determine ownership to issue an Arizona title or to create an Arizona Registration Only (ARO) record. The following documentation must be submitted:

1. A title properly endorsed, Manufacturer Certificate of Origin (MCO) or a copy of the out-of-state title (a copy will allow us to create an ARO record).
2. A completed current version of the Application for Title and Registration (form # 96-0236) provided by MVD. Since the application also serves as a data entry document, it is important that the information contained is typed or printed in black ink only and is accurate and legible.

### IRP Exemptions

1. IRP vehicles are exempt from Arizona’s vehicle emissions tests.
2. IRP vehicles are exempt from Arizona’s vehicle identification number (VIN) inspection.

### Insurance

Proof of insurance is not required at the time of registration. The MVD Insurance Unit will contact the carrier within 30 days to verify compliance with Arizona financial responsibility requirements. Every person owning or operating a motor vehicle or vehicle combination in a commercial enterprise in Arizona must maintain single limit liability coverage on the following:

- For vehicles with a declared GVW of 20,001 to 26,000 lbs. and no hazardous materials, the minimum amount is \$300,000
- For vehicles with a declared GVW over 26,000 lbs., the minimum amount is \$750,000
- For passenger-carrying motor vehicles for hire designed to carry:
  - ◆ 16 or more occupants .....\$5,000,000
  - ◆ 7-15 occupants .....\$750,000
  - ◆ Less than 7 occupants .....\$300,000

For more information regarding insurance, please contact the MVD Customer Service Call Center at Phoenix 602-255-0072, Tucson 520-629-9808, elsewhere in Arizona 800-251-5866, (Hearing/Speech Impaired– TDD systems only: Phoenix 602-712-3222).

### **International Fuel Tax Agreement – IFTA**

The International Fuel Tax Agreement (IFTA) is an agreement among the states and Canadian provinces to simplify the licensing, credentialing, and reporting of fuel use taxes by interstate motor carriers. A carrier may apply through the base jurisdiction if one or more "qualified motor vehicles" are being operated in two or more member jurisdictions. The advantages of IFTA include:

- A single fuel tax license
- A single quarterly tax return, which is submitted to the carrier's base jurisdiction
- Fuel tax audits are generally performed only by the base jurisdiction

The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions.

For more information, a carrier can request an IFTA/IRP Application (form # 70-0508) by contacting the IFTA Licensing Unit at 602-712-6775 or by visiting [www.azdot.gov](http://www.azdot.gov) (and following the links under Motor Vehicle Division, Commercial Services) and applying electronically.

### **USDOT Number**

All motor carriers operating in interstate or foreign commerce are required to file an MCS-150 and MCS-150A application to receive a USDOT number. The USDOT number is an identification number issued to motor carriers, registrants and shippers by the Federal Motor Carrier Safety Administration (FMCSA). Prior to obtaining the USDOT number, the carrier must apply for the Operating Authority before beginning operation. The Operating Authority (MC\FF\MX number) is assigned to interstate for-hire motor carriers and brokers that apply for operating authority. The Operating Authority must be obtained at FMCSA through the website: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) or by calling 800-832-5660.

Prior to issuing a registration, the carrier must provide a USDOT number. In addition, if the carrier is renting or leasing the vehicle to an interstate motor carrier who will be responsible for the safe operation of the vehicle, the carrier will provide the USDOT number according to the following:

- If the vehicle is to be rented or leased for 30 days or less to a motor carrier, the registrant must provide their USDOT number for the vehicle.
- If the vehicle will be leased for more than 30 days to an interstate motor carrier, the registrant must provide the USDOT number for the motor carrier responsible for the safety of the vehicle.
- It is the responsibility of the carrier to inform the proper agency when a change in responsibility for safety requirements occurs during the registration period. If the motor carrier responsible for safety cannot be determined, the carrier will become the default motor carrier for safety.

To insure all safety provisions required by FMCSA are followed, MVD may request and retain a copy of the lease agreement in the IRP registrant's file.

USDOT forms are available at the local office of the FMCSA at 400 E Van Buren St, Suite 401, Phoenix, AZ 85004, 602-379-6851, or MVD Motor Carrier and Tax Services, 1801 W Jefferson St, Phoenix, AZ 85007. The MCS-150 form may be submitted to the Motor Carrier and Tax Services for processing. Carriers can also obtain their USDOT registration number immediately by applying online

at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

### **Name Change**

If the carrier is changing the name of the company, but not changing ownership or Federal Employer Identification Number (FEIN), the following documents are required:

- New updated IFTA/IRP Application (form # 70-0508)
- IRP Supplement Schedule C (form # 70-0504) listing all currently apportioned registered vehicles
- Arizona title documentation to transfer title into new name
- Affidavits of Lease, if the registrant and the vehicle owner are different

New registration credentials will be issued reflecting the new name. The fee is \$4.00 per vehicle.

If the ownership of the company is changing (e.g., individual or partnership to a corporation, partnership to an individual) or the FEIN is changing, the following documents are required:

- New updated IFTA/IRP Application (70-0508)
- IRP Supplement Schedule C (70-0504) listing all currently apportioned registered vehicles
- Arizona title documentation to transfer title into new name
- Affidavits of Lease, if the registrant and the vehicle owner are different

If a review of documentation determines that a new entity exists, a new account will be required. IRP fees will be recalculated and collected based on new information received. A new registration plate, tab and cab card reflecting the new name and new account number will be issued. The previous entity may request a refund/credit for any unexpired registration fees paid for the State of Arizona.

- Arizona-based carriers applying for a refund of apportioned registration fees from other IRP jurisdictions must do so directly with the individual jurisdictions, in accordance with the laws of those jurisdictions.

### **Federal Heavy Vehicle Use Tax**

Federal law requires proof of payment of the federal Heavy Vehicle Use Tax (HVUT) for the current tax period when registering vehicles 55,000 lbs. or more combined or loaded gross weight. Proof is not required on new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with the application.

Acceptable proof of payment:

- A copy of a receipted or validated Internal Revenue Service (IRS) Schedule 1 (Form 2290) listing vehicle identification numbers
- In lieu of a receipted IRS Schedule 1 (Form 2290), Arizona will accept copies of the Form 2290 (with Schedule 1) and a copy of proof of payment document (e.g., canceled check front and back).

It is the applicant's responsibility to fully comply with all requirements listed in the Form 2290. For additional information, contact the Internal Revenue Service at 800-829-1040 or visit [www.irs.gov](http://www.irs.gov).

## **Enforcement**

Law enforcement will verify that a vehicle is properly registered by checking the original cab card or electronic (fax) transmitted cab card. The cab card must always be carried in the vehicle. Cab cards may not be altered in any way; photocopies are not acceptable as proof of registration.

A commercial vehicle not displaying a current registration plate, tab and cab card, or valid trip permit or temporary vehicle registration is operating in violation of the law. The registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

## **6.0 Applications and Forms**

### **Incomplete Forms**

The applicant is responsible for properly completing all forms necessary to register vehicles under the apportioned registration agreement. Incorrect or partial completion of an application will delay processing.

The registrant's signature attests to the accuracy of the application. Information on the application is subject to review and verification. The base jurisdiction acts for all jurisdictions in the collection and verification of such information.

### **Where to Obtain**

Forms and additional information are available from any IRP registration office or you can obtain the forms by visiting [www.azdot.gov](http://www.azdot.gov) and going to Motor Vehicle Division, Forms and Publications. Applications can be mailed or dropped off at the locations listed on page 1 of this manual.

To avoid delay in processing your application, be sure to complete all requested information on each form. A sample application and detailed instructions are included in pages 19-23 of this manual.

## **7.0 New Registrations**

Under the IRP, when a registrant declares fleet operations in a jurisdiction in which it has no previous operations (actual mileage data from a prior reporting period), the carrier estimates mileage in each jurisdiction for the upcoming registration year. Calculation of the registration fees is based on these estimates. The carrier must provide a full statement of the proposed method of operation and estimate of this mileage. Under the IRP, the Base Jurisdiction Commissioner has the authority to adjust the estimated mileage in the application.

New carriers must prepare an IFTA/IRP Application (form # 70-0508) and an Apportioned Registration Application (form # 70-0502). Instructions for completing the registration application are contained in pages 19-23 of this manual.

When determining mileage, the applicant must use actual historical miles. If no historical miles are available, the applicant must use one of the following methods to determine estimated mileage:

- Existing contracts, proposed contracts
- Arizona Estimated Mileage Declaration Schedule G (form # 96-0291)
- Arizona Estimated Mileage Chart (Appendix A)

All mileage estimation must indicate travel in contiguous jurisdictions. If any jurisdictions to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation.

In addition to these completed forms, the applicant must provide proof of prior registration if the vehicle was registered in another state by the same owner.

Applications are processed in the order in which they are received. Once an application has been processed, a billing will be provided to the carrier.

## **8.0 Renewals**

Arizona has staggered, one year expiration periods for apportioned fleet or vehicle registration. Expiration dates are March 31, June 30, September 30 and December 31. Arizona initially determined the month of expiration, but the carrier may elect to change their expiration month, after a three year period.

Because the renewal is printed and issued before expiration, any supplemental activity that takes place after the renewal distribution, will not appear on the renewal notice including additions/deletions, or other changes to the fleet/vehicle information. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

- An additional filing fee will be assessed each time a carrier requests an amendment to an application which has had fees calculated and invoiced. This includes adding or deleting vehicles or jurisdictions.
- Applications with incorrect or incomplete information could incur processing delays, assessment of incorrect fees or inaccurate records.
- Carriers with vehicles powered by alternative fuels must submit an Alternative Fuel Certificate (form # 48-1303) with their renewal application to be eligible for the vehicle license tax reduction. If you have any questions, please contact the Arizona Department of Environmental Quality in Phoenix at 602-207-7005 or Tucson at 520-628-5630 or visit [www.azdeq.gov](http://www.azdeq.gov).
- Return renewal applications to any Arizona IRP Registration Office or Authorized Third Party office for processing.
- Submit a Plate Notice (form # 48-3302), for the IRP plates that will not be renewed.
- Any renewal not paid by the registration expiration date will be assessed an \$8.00 penalty for each unit. An additional \$4.00 penalty will be assessed for each month the registration fee is not paid.

## **9.0 Supplemental Applications**

A supplemental application is submitted by the carrier after the original/renewal application has been filed and paid. Supplemental applications should be made on the Arizona Application Schedule C. (See Appendix B for forms completion and instructions.) Retain copies of any correspondence or documentation submitted.

A supplemental application will be required for the following transactions:

### **Add a Vehicle**

Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided on the original application will be used to calculate the fees due.

## Appendix B – Apportioned Registration Application Instructions

The Arizona Apportioned Registration Application (form # 70-0502) must be completed in full for each fleet. If the information requested does not pertain to your operation, enter “N/A”.

1. Applicant Name                      Name of company or individual
2. Doing Business As                Name under which applicant does business, if different from applicant
3. Street Address                      Arizona physical address: city, state, zip code and **county** of applicant
4. Contact Person Name  
And Phone                              Name and phone number of person who will answer questions concerning this application
5. Mailing Address                    Mailing address, if different from street address: city, state and zip
6. Application Type                    Check the application type that applies
7. Registration Year                    The year the registration will expire
8. Fed EIN                                A federal Employer Identification Number is required. To obtain an EIN, contact the IRS at 800-829-1040 or visit [www.irs.gov](http://www.irs.gov).
9. Carrier USDOT #                    A USDOT number is required. To obtain a number, contact Motor Carrier and Tax Services at 602-712-6775.
10. MVD Account #                    The account number issued by Motor Carrier and Tax Services. If unknown, leave blank.
11. Fleet #                                Fleets must be identified using three digits only 001, 002, etc. When registering multiple fleets, assure that vehicles are being placed into the appropriate fleet. Vehicles must be identified to the correct fleet.
12. Sales Tax Exemption #            Exemption number issued by the Arizona Department of Revenue, which exempts payment of sales or use tax on motor vehicles
13. Tran Type                            Indicate the type of transaction: A - Add vehicle, C - Correction, D - Delete, T - Transfer or R - Renew
14. Unit #                                Unit or Equipment number assigned by the company. Each vehicle listed must have a unique unit number.
15. Vehicle Identification  
Number (VIN)                            Complete VIN as listed on Manufacturer’s Statement of Origin or current title
16. Year                                    Model year of the vehicle
17. Make                                    Trade name of the vehicle (e.g., Peterbilt, Kenworth)

18. Veh Type Use the following abbreviation to identify vehicle type:  
TT - Truck Tractor, TK - straight Truck, TE - Tow Truck or BS - Bus
19. Axles/Seats Number of axles for each power unit or number of seats for each bus
20. Fuel Type of fuel used
21. Unladen Weight Weight of vehicle fully equipped for service, excluding weight of load
22. Combined GWW Maximum combined weight of the vehicle and load to be carried
23. Purchase Price Purchase price paid by the current owner including accessories, but excluding trade-in value or taxes
24. Factory List Price Manufacturer list price excluding trade-in and sales tax (will be verified)
25. Purchase/Lease Date Month and year the vehicle was purchased/leased by the applicant
26. Effective Date Date temporary permit authorization was issued, if applicable, or current date
27. Horsepower For buses only
28. Lessor Name Lessor/owner name if other than applicant. Lease Agreement Certificate (70-0901) must be attached if vehicle is subject to use fuel tax reporting.
29. Vehicle USDOT No. USDOT number of the entity responsible for the vehicle's safety. If not assigned, please contact Motor Carrier and Tax Services or the FMCSA website at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).
30. Taxpayer ID No. Federal Employer Identification Number
31. Safety Change? Enter "Yes", if the control and responsibility for safety of this vehicle will be assigned to a different motor carrier during the registration year by lease. Otherwise, enter "No".
32. Plate Number Current Arizona apportioned plate number, if applicable
33. Tab Number Current tab number assigned to the Arizona apportioned plate, if applicable. Use only if transferring plate to another vehicle.
34. Reporting Period Period for which actual mileage is being reported. See Registration Renewal Chart at the end of the application instructions.
35. Operation Type Check the applicable operation type for your company
36. Wyoming Intrastate Authority Check Yes, if you have Wyoming intrastate Authority, otherwise, check No
37. E/A Enter "E" for Estimated Mileage, "A" for Actual mileage

38. IRP Enter "Y" for Yes in the IRP jurisdictions where registration is desired. Enter "N" for No in IRP jurisdictions where you will no longer apportion, but are reporting actual mileage.
39. Mileage All first-time applicants or renewal applicants with less than 6 months mileage history must use Estimated Mileage Declaration (Schedule G) or Arizona Estimated Mileage Chart (Appendix A). Renewal applicants with 6 or more months of actual mileage must indicate the actual miles traveled during the previous reporting period.
40. Jurisdiction/Weight List the GVW if different from #22
41. Old/New/Total Mileage When adding states:
- Old Total Mileage – enter mileage on file for the current year
  - New Total Mileage – enter total mileage for added states
  - Total Fleet Mileage – enter combined old and new total mileage
42. Signature, Title And Date Signature of person authorized to apply for apportioned registration, title and date. If signer is not an employee of the applicant, a Power of Attorney must be attached.
43. Comments List any special instructional changes such as: duplicate plates/tabs, the transfer of plate/fee to new vehicle, unit number changes, weight increases, etc.

SECTION B. TITLE AND REGISTRATION REQUIREMENTS

1. Ownership Documents

Applicant who is applying for Title and Registration of his/her vehicle in this state must be able to provide acceptable ownership documents that correspond to the country of vehicle origin. Be on the alert for copies of ownership documents rather than the originals. Examples of foreign country ownership documents can be found in the most current R.L. Polk Foreign Vehicle Manual.

At times a European or military registration will be included as part of the required documentation along with country origin documents. The European or military documents may be replacing country origin documents or used along with them when these vehicles are imported into the United States, depending on the make of the vehicle, country of export, etc. If you have any questions regarding the utilization of these documents, when they are or are not acceptable, refer to a R. L. Polk Foreign Vehicle Registration Manual.

NOTE: A certified translator must translate into English foreign documents that are in any language other than English.

2. Documents Required

? Certificate of Title

? Bill of Sale

The Bill of Sale must state the sale price of the vehicle. If Bill of Sale does not state price or if the seller is not available, the NADA Pricing Index Guide will determine the vehicle value to assess the excise tax. You are to use the retail value of the vehicle in determining the tax rate.

If the transaction involves a dealer, a Dealer Bill of Sale, from the dealer to the purchaser must be made available.

? Dealer's Invoice

A dealer's invoice must be presented identifying the vehicle, and it must reflect the sale price of the vehicle.

NOTE: An Intent to Purchase document cannot be accepted as a dealer invoice.

? VIN Inspection

A visual inspection of the vehicle must occur at the field office using MVD Form 10861A, V.I.N. Inspection Certificate. Do not accept inspections from other Motor Vehicle Division field offices. If a New Mexico law enforcement officer conducts the VIN inspection they must identify their rank and the name of the agency they are employed with. In the event there are two different numbers on two different locations, on the vehicle, refer to Polk's Foreign Vehicle Registration Manual for information regarding this and other questions you may have. Following are inspection procedures to be used when verifying VINs on foreign vehicles:

- a. Foreign vehicles built for U.S. distribution will have a public VIN permanently affixed and visible through the windshield on the driver's side.
- b. Check and record the VIN under the hood on the firewall.
- c. Check and record the public VIN.
- d. Check to see that the VIN is permanently attached to the dashboard, MAKE SURE that it is not the stick on type.
- e. The sequential numbers on the public VIN and the VIN on the firewall should be the same. If they are not, refer this matter to your manager who may have to refer to additional literature such as Polk's Foreign Vehicle Manual.
- f. Check NADAR sticker.
- g. VINs on cars built for U.S. distribution consist of numerical and alpha numbers interspersed throughout. (1981 and later models will have 17 digits.) If the VIN does not contain interspersed numerical and alpha numbers, further investigation is required. (Refer to NADA or NATB guides and other available information.)

? National Crime Information Center (NCIC)

The NCIC clearance is to ascertain the vehicle is not listed as stolen on the National Crime Information computer. A certified "N.C.I.C." User may obtain the clearance. The computer printout indicating "NO RECORD" must be included with as a supporting document for the issuance of a title.

NOTE: In cases of major discrepancies, DO NOT PROCESS THE TITLE WORK! MANAGERS MUST CONTACT THEIR FIELD OPERATIONS BUREAU CHIEF FOR ASSISTANCE. LOCAL LAW ENFORCEMENT MAY HAVE TO BE CONTACTED FOR FURTHER INVESTIGATION. Should your local law enforcement be unfamiliar with gray market problems, contact the Office of the Inspector General.

? Affidavit Certifying Ownership (ACO)

The ACO must be completed and signed by the current owner reflected on the ownership document. This is to attest that vehicle has no outstanding lien(s).

? Odometer Statement

Motor Vehicle Division requires that the seller and buyer of a vehicle being registered attest to the accuracy of the odometer mileage at the time of sale. The odometer statement is required on all title transactions.

? Vehicle Release

The Department of the Treasury, U.S. Customs Service will issue a "Vehicle Release" for the vehicles imported into the United States. The vehicle must indicate that

- The vehicle meets Department of Transportation requirements,
- The vehicle meets E.P.A. standards and
- The vehicle meets U.S. customs requirements.

Do not process imported vehicle transactions without a "Vehicle Release".

NOTE: METRIC ODOMETERS 18 NMAC 19.3.17

17.1 In completing a Title Application, the seller may report the equivalent reading in miles of an odometer reading displayed in kilometers. For this purpose, one kilometer equals 0.6214 miles. In such a case, the seller must attach to the application a document showing the actual kilometer reading of the odometer and the calculation of the conversion from kilometers to miles. [12/31/97]

17.2 Federal law or regulation requires an odometer displaying kilometers to be replaced with an odometer displaying miles, the document required by 18 NMAC 19.3.17 must include a statement that the odometer displaying miles has been set at the mileage shown by the conversion of kilometers to miles at the time the odometer was replaced and the document must be notarized. [12/31/97]



**CHAPTER 13 - FOREIGN MANUFACTURED VEHICLE TRANSACTIONS**

**SECTION A. GENERAL INFORMATION**

There are two types of foreign manufactured vehicles, the first are those that were manufactured outside of the United States to be sold in the United States. The second type of foreign manufactured vehicles is manufactured outside of the United States, to be sold outside of the United States. These are the vehicles that do not meet the federal standards.

Upon importing foreign manufactured vehicles, owners must conform to safety and emission standards established by the Federal Department of Transportation and the Environmental Protection Agency prior to applying for New Mexico Title and Registration.

The applicant must provide a vehicle release from the U. S. Customs Service, indicating the vehicle has met the following requirements:

- ? Vehicle meets Department of Transportation requirements
- ? Vehicle meets EPA standards
- ? Vehicle meets US Customs requirements

Applicant must also provide Carriers Certificate and Release from Department of the Treasury, U.S. Customs Service, indicating import duty fees on vehicle have been paid.

You may contact U.S. Customs, with questions at the following number:

Albuquerque (505) 346-6922

(505) 346-6993  
 (505) 346-6994

The Albuquerque Custom Office's general Internet address is:

uscsabq@attglobal.net

All Internet correspondence is for official business use only.

**MANAGERS MUST APPROVE TRANSACTIONS INVOLVING FOREIGN MANUFACTURED VEHICLES.**

submit for inspection proper evidence of ownership or authorized possession of the vehicle.

G. The fee for the temporary general use registration is as prescribed in section 28-2003. The registering officer shall deposit one dollar of the fee in the county assessor's special registration fund established by section 28-2005 if the assessor is the registering officer or in the state highway fund established by section 28-6991 if the director is the registering officer.

**Sec. 7. Section 28-2157, Arizona Revised Statutes, is amended to read:**

**28-2157. Application for registration**

A. A person shall apply to the department for registration of a motor vehicle, trailer or semitrailer on forms prescribed or authorized by the department.

B. The application shall contain:

1. The name and complete residence address of the owner.
2. A description of the vehicle, including the serial number.
3. If it is a new vehicle, the date of sale by the manufacturer or dealer to the person first operating the vehicle.

4. If the owner of the vehicle rents or intends to rent the vehicle without a driver, a statement of that fact.

5. **PROOF THAT THE APPLICANT IS LEGALLY PRESENT IN THIS STATE.**

~~5.~~ 6. Other facts required by the department.

C. The registering officer shall indicate on the face of the registration application that the registrant may be subject to vehicle emissions testing requirements pursuant to section 49-542.

D. On request of an applicant, the department shall allow the applicant to provide on the registration of a motor vehicle, trailer or semitrailer a post office box address that is regularly used by the applicant and that is located in the county in which the applicant resides.

E. The person shall include with the application the required fees and the certificate of title to the vehicle for which registration is sought. The registering officer may waive the requirement that the applicant present a certificate of title at the time of making an application for renewal if the registering officer has available complete and sufficient records to accurately compute the vehicle license tax.

F. The department may request an applicant who appears in person to register a motor vehicle, trailer or semitrailer to complete satisfactorily the vision screening test prescribed by the department.

G. A person applying for initial registration of a neighborhood electric vehicle shall certify in writing that a notice of the operational restrictions applying to the vehicle as provided in section 28-966 are contained on a permanent notice attached to or painted on the vehicle in a location that is in clear view of the driver.

**Sec. 8. Section 28-2202, Arizona Revised Statutes, is amended to read:**

**28-2202. Fleet registration; requirements**

A. In lieu of the staggered vehicle registration requirements of section 28-2159, a person **WHO IS LEGALLY PRESENT IN THIS STATE** may register a fleet on an annual basis so that the registration for all vehicles in the fleet expires in the same month.

B. The director shall approve the request for fleet registration if the applicant, at least thirty days before the registration date:

1. Provides an application containing information necessary for qualification as a fleet registrant.
2. Provides a list of all vehicles to be included in the fleet.

**Sec. 9. Section 28-2208, Arizona Revised Statutes, is amended to read:**

**28-2208. Fleet utility trailers; five year registration; definition**

A. In lieu of annual registration, the director shall provide for the registration of fleet utility trailers for five year periods on proper application by the owner of the trailers. The owner is subject to all fees and license taxes imposed by this title and shall pay the fees and taxes as if the trailers were registered annually. **THE OWNER MUST BE LEGALLY PRESENT IN THIS STATE.**

application and payment of the fee prescribed by section 28-2003 if:

1. The person has applied for a bonded title and the title has not been issued during the first ninety day registration.
  2. The person is awaiting settlement of an estate.
  3. The person is awaiting lien clearance.
  4. The person is awaiting a hearing decision as a result of a title complaint.
  5. The person is awaiting the issuance of honorary consular official special license plates.
  6. The director determines other circumstances justify the issuance.
- F. At the discretion of the director, a resident may receive more than two consecutive special ninety day resident registrations for a vehicle in a twelve month period.
- G. If there is a judgment against a resident of this state in another state that requires suspension of the resident's vehicle registration, in lieu of suspension of the resident's vehicle registration the department may issue a special temporary registration for the resident's vehicle that is valid for a period of not more than one hundred eighty days.

Sec. 5. Section 28-2155, Arizona Revised Statutes, is amended to read:

**28-2155. One trip registration permit**

A. The department may issue a one trip registration permit that allows a person WHO IS LEGALLY PRESENT IN THIS STATE to operate an unregistered vehicle or a vehicle with a suspended registration from a specified origin to a specified destination.

B. The one trip registration permit is valid only for the following purposes:

1. Vehicle emissions inspection.
2. Registration or titling.
3. Vehicle inspection by the registering officer.
4. Vehicle repair to comply with an emissions inspection or inspection by the registering officer.

C. A person operating a vehicle with a one trip registration permit shall comply with the mandatory motor vehicle insurance requirements of this state prescribed in chapter 9 of this title.

D. The department shall prescribe the content and form of the one trip registration permit. The owner or operator of the vehicle shall display the one trip registration permit so that it is clearly visible from outside the vehicle.

E. The registering officer shall not issue more than three one trip registration permits for a vehicle in a twelve month period. The registering officer shall issue a one trip registration permit for not more than three days, excluding weekends and holidays.

F. The fee for the one trip registration permit is prescribed in section 28-2003. The department shall deposit the fee in the state highway fund established by section 28-6991.

Sec. 6. Section 28-2156, Arizona Revised Statutes, is amended to read:

**28-2156. Temporary general use registration**

A. In lieu of permanent registration, the department may issue a temporary general use registration that allows a person to operate a vehicle for no more than thirty days.

B. The director may authorize issuance of this temporary registration if the person does not qualify for registration under section 28-2154 or 28-2292 or article 10 of this chapter AND IF THE PERSON IS LEGALLY PRESENT IN THIS STATE.

C. A person operating a vehicle with a temporary general use registration shall comply with the mandatory motor vehicle insurance requirements of this state prescribed in chapter 9, article 4 of this title.

D. The department shall prescribe the content and form of the temporary general use registration application. The owner or operator of the vehicle shall display the temporary general use registration so that it is clearly visible from outside the vehicle.

E. The registering officer shall not issue more than one temporary general use registration for a vehicle in a twelve month period.

F. At the time of application for a temporary general use registration, the applicant shall

that is located in an unincorporated area of this state. For the purposes of this paragraph, "dirt road" means an unpaved or ungraveled road that is not maintained by this state or a city, town or county of this state.

10. A person operating an off-highway vehicle who is participating in an off-highway vehicle special event as defined in section 28-1171.

E. A person who owns or operates a trailer that is exempt from registration pursuant to subsection D, paragraph 2 of this section shall notify the county assessor of the exemption, and the assessor shall assess the trailer.

F. A person who violates subsection E of this section is guilty of a class 2 misdemeanor.

Sec. 4. Section 28-2154, Arizona Revised Statutes, is amended to read:

**28-2154. Special registrations**

A. A nonresident WHO IS LEGALLY PRESENT IN THIS STATE AND who purchases an unregistered vehicle in this state for removal to the state of residence of the purchaser shall obtain a special ninety day nonresident registration permit for the vehicle. The nonresident shall obtain the special ninety day nonresident registration permit by applying to the department, to an authorized third party or to a motor vehicle dealer as defined in section 28-4301 and by paying the fees prescribed by section 28-2003. An affidavit in a form prescribed by the director shall accompany the application and shall contain the following statements:

1. The purchaser is not a resident of this state as defined in section 28-2001. For the purposes of this section and section 28-2154.01, the purchaser shall present to the department, an authorized third party or a motor vehicle dealer a driver license or other evidence prescribed by the director showing that the purchaser is not a resident of this state.

2. The vehicle is purchased to be registered out of state within ninety days after the issuance of the special ninety day nonresident registration permit.

3. The vehicle is not purchased for transfer to a resident of this state.

4. The purchaser is liable for any tax, penalty and interest that is due under title 42, chapter 5 if the purchaser registers the vehicle in this state within three hundred sixty-five days after the issuance of the special ninety day nonresident registration permit.

5. Other information that the director deems necessary.

B. At the time of application for a special ninety day nonresident registration permit, the purchaser shall submit for inspection proper evidence of ownership of the vehicle to be registered. The special ninety day nonresident registration permit is valid for not more than ninety days from the date of issuance and shall be in the form prescribed by the director. A person who obtains a special ninety day nonresident registration permit on a semitrailer that has been manufactured in this state may use the semitrailer for commercial purposes if the semitrailer is being used to transport goods from this state, subject to the payment of any taxes prescribed by this title.

C. An enrolled member of an Indian tribe who resides on the Indian reservation established for that tribe and who purchases an unregistered vehicle in this state for removal to the Indian reservation shall obtain a special ninety day nonresident registration permit for the vehicle. The member may obtain the special ninety day nonresident registration permit by applying to the department, to an authorized third party or to any motor vehicle dealer as defined by section 28-4301 and by payment of the fees prescribed by section 28-2003.

D. A resident WHO IS LEGALLY PRESENT IN THIS STATE AND who does not have complete documentation for issuance of an Arizona title and registration on a noncommercial vehicle but who has established ownership of the vehicle to the satisfaction of the department may receive a special ninety day resident registration by applying and paying the fee prescribed by section 28-2003 to the department. The basis of assessment for the full annual registration fee and vehicle license tax relates back to the date of issuance of the first special ninety day resident registration.

E. A resident may receive a second consecutive special ninety day resident registration on

valid certificate of title is surrendered to the department, unless the department has been notified of the pendency of an action to recover on the bond.

E. If the applicant IS LEGALLY PRESENT IN THIS STATE AND does not have the original certificate of title because the certificate of title is held by a lender located outside this state and if the applicant presents documents to the department sufficient in the judgment of the department to establish ownership of the vehicle, the department may register the vehicle and issue a receipt in lieu of the certificate of title provided by section 28-2052. The fee for the receipt is equal to the fee prescribed for a certificate of title pursuant to section 28-2003.

**Sec. 3. Section 28-2153, Arizona Revised Statutes, is amended to read:**

**28-2153. Registration requirement; exceptions; assessment; violation; classification**

A. A person shall not operate, move or leave standing on a highway a motor vehicle, trailer or semitrailer unless the motor vehicle, trailer or semitrailer has been registered with the department for the current registration year or is properly registered for the current registration year by the state or country of which the owner or lessee is a resident. ONLY A PERSON WHO IS LEGALLY PRESENT IN THIS STATE MAY REGISTER A MOTOR VEHICLE, TRAILER OR SEMITRAILER IN THIS STATE.

B. A resident shall not operate, move or leave standing on a highway a motor vehicle, trailer or semitrailer that is:

1. Owned by a nonresident and that is primarily under the control of a resident of this state for more than seven months unless the motor vehicle, trailer or semitrailer has been registered with the department for the current registration year.

2. Leased by the resident for more than twenty-nine days unless the motor vehicle, trailer or semitrailer has been registered with the department for the current registration year.

C. This section applies to a trailer or semitrailer without motive power unless the vehicle is disabled or is being towed as an abandoned vehicle at the direction of a law enforcement agency.

D. This section does not apply to:

1. A farm tractor.

2. A trailer used solely in the operation of a farm for transporting the unprocessed fiber or forage products of a farm or any implement of husbandry designed primarily for or used in agricultural operations and only incidentally operated or moved on a highway.

3. A road roller or road machinery, including a power sweeper, that is temporarily operating or moved on the highway.

4. An owner permitted to operate a vehicle under special provisions relating to lienholders, manufacturers, dealers and nonresidents.

5. Motorized or nonmotorized equipment designed primarily for and used in mining operations and only incidentally operated or moved on a highway.

6. A motor vehicle that is being towed by a tow truck that has been registered and for which a permit has been obtained pursuant to section 28-1108.

7. A golf cart used in the operation of a golf course or only incidentally operated or moved on a highway.

8. Wheeled equipment. For the purposes of this paragraph, "wheeled equipment" means:

(a) A compressor.

(b) A forklift.

(c) A portable cement mixer.

(d) A single axle tow dolly as defined in section 28-1095.

(e) A tar pot.

(f) A water trailer used for watering livestock or for agricultural or domestic purposes.

(g) A welder.

(h) Any other similar item designed and used primarily for construction or building trade purposes.

9. An all-terrain vehicle or an off-road recreational motor vehicle operating on a dirt road

Be it enacted by the Legislature of the State of Arizona:

**Section 1. Section 28-2052, Arizona Revised Statutes, is amended to read:**

**28-2052. Title and registration of foreign vehicles**

**A. Except as provided in subsection E of this section, the owner of a foreign vehicle that has been registered in another state or country and for which an application for a certificate of title is made shall surrender to the department the license plates assigned to the vehicle, the registration card, the certificate of title, the certificate of ownership or other evidence of foreign registration and satisfactory evidence of ownership showing that the applicant is the lawful owner or possessor of the vehicle.**

**B. If in the course of interstate operation of a vehicle registered in another state or country it is desirable to retain registration of the vehicle in the other state or country, the applicant need not follow the requirements of subsection A of this section but shall submit evidence of the foreign registration and ownership for inspection. The department shall register the vehicle on a proper showing of evidence of registration IF THE OWNER IS LEGALLY PRESENT IN THIS STATE but shall not issue a certificate of title for the vehicle.**

**C. The department shall inspect a foreign vehicle before titling or registration, including examination and inspection to establish compliance with section 28-955, under conditions and standards as required by the director of environmental quality. The department may establish procedures to accept vehicle inspections completed in another state.**

**D. Before the department issues a certificate of title to a vehicle imported into this country, the owner shall obtain a certificate of compliance that states that the vehicle meets all federal vehicle equipment and emissions equipment requirements. This subsection does not apply to a golf cart manufactured or modified before June 17, 1998 or neighborhood electric vehicle manufactured or modified before June 17, 1998.**

**E. The department may establish procedures to accept evidence that the certificate of title or certificate of ownership has been voided or destroyed by another state.**

**Sec. 2. Section 28-2057, Arizona Revised Statutes, is amended to read:**

**28-2057. Registration without certificate of title or bond; receipt; fee**

**A. If the department is not satisfied as to the ownership of the vehicle or is not satisfied that there are no undisclosed security interests in the vehicle, the department may register a vehicle but shall either:**

**1. Withhold issuance of a certificate of title until the applicant presents documents reasonably sufficient to satisfy the department as to the applicant's ownership of the vehicle and that there are no undisclosed security interests in the vehicle.**

**2. As a condition of issuing a certificate of title, require the applicant to file a bond with the department as prescribed in subsection B of this section.**

**B. The department shall prescribe the form of the bond required by subsection A of this section. The applicant shall execute the bond and either accompany it with the deposit of cash or have a person authorized to conduct a surety business in this state also execute the bond. The bond shall be in an amount equal to one and one-half times the value of the vehicle as determined by the department and conditioned to indemnify any prior owner and lienholder and any subsequent purchaser of the vehicle or person acquiring any security interest in it and their respective successors in interest against any expense, loss or damage, including reasonable attorney fees, by reason of the issuance of the certificate of title of the vehicle or on account of any defect in or undisclosed security interest on the right, title and interest of the applicant in and to the vehicle.**

**C. An interested person has a right of action to recover on the bond for any breach of its condition. The aggregate liability of the surety to all persons shall not exceed the amount of the bond.**

**D. The bond and any deposit accompanying it shall be returned at the end of three years or prior to the end of three years if the vehicle is no longer registered in this state and the currently**

# NEW MEXICO

## **5.0 New Mexico Requirements**

### **Base Jurisdiction**

Before a vehicle may be apportioned in New Mexico, the carrier must:

- Have an established place of business in New Mexico. (An "established place of business" in New Mexico means a physical structure owned, leased, or rented by the fleet registrant.);
- Have a publicly listed New Mexico telephone number listed in the fleet registrant's name and a person to contact during normal business hours;
- Have mileage accrued in New Mexico by the fleet; and
- Have operational records of the fleet maintained or made available in New Mexico.

### **Vehicle Title**

All New Mexico based carriers for IRP purposes are required to have a New Mexico title before registering or renewing commercial vehicles. You may obtain a title for your commercial vehicle at any of the Motor Vehicle Field Offices. A copy of the Certificate of Title information must accompany the initial registration for IRP carriers.

### **Insurance**

Proof of insurance must be filed with the Motor Vehicle Division once a vehicle is titled in New Mexico. When submitting a new application, supplement or renewal for New Mexico IRP (apportioned) registration, proof of insurance, a copy of the IRS form 2290 schedule 1 (receipted by the IRS), along with a copy of your title must accompany the application.

### **Application For New Mexico Tax Identification Permit**

All registrants, owners and operators of a motor vehicle traveling New Mexico Highways with a declared gross weight or gross vehicle weight in excess of 26,000 pounds is required by statute to register for a weight distance tax permit b.

### **Weight Distance Tax Reports**

All carriers registered with New Mexico for a Tax Identification Permit are required to file and pay quarterly tax reports. The New Mexico Weight Distance Tax Return must be filed. Enter "0" even if no miles traveled.

## **Federal Heavy Vehicle Use Tax**

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT), current tax period, when registering vehicles 55,000 lbs. or more combined or loaded gross weight. Proof is required upon initial IRP registration on new or used units.

### **Acceptable proof of payment:**

- A copy of a receipted Internal Revenue Service (IRS) Schedule I (Form 2290) listing vehicle identification number(s).
- In lieu of a receipted IRS Schedule I (Form 2290), copies of the Form 2290 (with Schedule I) and copy of proof of a payment document (e.g., canceled check front and back).

It is the applicant's responsibility to fully comply with all requirements listed in the Federal Form 2290.

## **Motor Carrier Operating Authority**

All equipment apportioned under the International Registration Plan is permitted to operate intrastate (within New Mexico) as well as interstate in the participating jurisdictions provided that all for-hire carriers have the proper operating authority. Information regarding operating authority can be obtained from the Transportation Division of the Public Regulation Commission.

**Mailing Address: See Appendix C.**

Physical Address:     New Mexico Public Regulation Commission  
                                  Transportation Division  
                                  1120 Paseo de Peralta, P.E.R.A. Bldg., Room 409  
                                  Santa Fe, NM 87501  
                                  (505) 827-4519

S. Vincent Martinez, Director  
Transportation Division  
(505) 827-4289  
E-mail Address: SMTP:Vince,Martinez@state.nm.us

**Single State Registration (SSRS) Application Forms RS-1 and RS-2**

Brianna Abeyta

E-mail Address: SMTP:Brinna,Abeyta@state.nm.us

David Lorence

E-mail Address: SMTP:David,Lorence@state.nm.us

**Warrant Applications**

Rose Martinez

E-mail Address: SMTP:Rose,Martinez@state.nm.us

**Applications for Certificate of Public Convenience and Necessity or Contract Motor Carrier Permit**

Karon Deaguero

e-mail Address: SMTP:Karen,Deaguero@state.nm.us

**USDOT Number**

The USDOT number is an identification number issued to motor carriers, registrants and shippers by the United States Department of Transportation. USDOT forms are available by contacting the Federal Motor Carrier Safety Administration at 505-346-7858 or mailing to the following address:

Federal Motor Carrier Safety Administration  
2400 Louisiana N.E.  
Suite 520 AFC 5  
Albuquerque, NM 87112

**Name Change**

If you are changing the name of your company, but not changing ownership, or Federal Identification Number:

Submit a written request listing your MTD/Carrier Account number. Include the old name and address and the new name and address. Make sure this notification is sent to all the departments effected.

If the ownership of the company is changing (e.g., individual or partnership to a corporation, partnership to an individual):

Submit a written request listing your MTD/Carrier account number. Include the old Federal Identification and new Federal Identification number, the old partnership name and the new partnership name. Make sure this notification is sent to all the departments effected.

## **Enforcement**

Enforcement personnel look at the original cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab Card(s) may not be altered in any way; photocopies are not acceptable as proof of registration.

Commercial vehicles not displaying a current registration plate, plate sticker and cab card, a valid trip permit or temporary vehicle registration are in violation, and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

## International Fuel Tax Agreement – IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. All contiguous state and provinces are IFTA member jurisdictions. Except for Alaska, the Northwest Territory, Washington, D.C. and the Yukon.

Alabama	Maryland	Oregon
Alberta, CN	Massachusetts	Ontario, CN
Arizona	Michigan	Pennsylvania
Arkansas	Minnesota	Prince Edward Is. CN
British Columbia, CN	Mississippi	Quebec, CN
California	Missouri	Rhode Island
Colorado	Montana	Saskatchewan, CN
Connecticut	Nebraska	South Carolina
Delaware	Nevada	South Dakota
Florida	New Brunswick, CN	Tennessee
Georgia	New Hampshire	Texas
Idaho	New Jersey	Utah
Illinois	New Mexico	Vermont
Indiana	Newfoundland, CN	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia, CN	Wyoming
Maine	Ohio	
Manitoba, CN	Oklahoma	

New Mexico is your base jurisdiction for IFTA licensing and reporting if:

- Your qualified motor vehicles are registered in New Mexico.
- You have an established place of business in New Mexico from which motor carrier operations are performed.
- You maintain the operational control and operational records for qualified motor vehicles in New Mexico or can make those records available there; and
- You have qualified motor vehicles that actually travel on New Mexico highways.

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set of decals, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

### ***IFTA License Application Procedure***

Any motor carrier based in New Mexico and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction may file an IFTA license application in New Mexico. If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and has at least two axles and a gross vehicle weight exceeding 26,000 lbs. or is used in combination, and the combination exceeds 26,000 lbs. or has three or more axles regardless of weight.

A carrier can request an IFTA license application by contacting the

Commercial Vehicle Bureau  
P.O. Box 5188  
Santa Fe, NM 87504-5188  
Or call 1-888-683-4630

# APPORTIONED REGISTRATION APPLICATION SCHEDULES A & B

The Apportioned Registration Application includes both Schedule A and Schedule B. Both Schedules must be filled out completely.

## VERY IMPORTANT VERY IMPORTANT VERY IMPORTANT VERY IMPORTANT

- The mileage information on schedule "B" determines the registration fees that will be billed. You must enter actual miles for the 12 months ending 6 months prior to the beginning of the registration year (Example: For the registration year 2004 you must report actual miles from July 1, 2002 through June 30, 2003.)
- Owners of vehicles registered at 55,000 lbs. or over must furnish evidence of having paid IRS Federal Highway Use Tax (Schedule 1-2290 form received by the IRS).
- The Schedule A & B Apportioned Registration Application form MVD-11026 will be returned to applicant if any applicable information is not filled out or application is not legible. Applicant WILL NOT receive their credentials if the application form and payment are not accompanied by a federal Schedule 1-2290 form received by the IRS when applicable, New Mexico title and proof of insurance.

- 14) **Factory Price of Vehicle**  
Enter 90% of the manufacturer's list price of the vehicle, when new.
- 15) **US DOT Number.**  
Enter US DOT No. of person responsible for vehicle safety.
- 16) Check  if Motor carrier US DOT # has changed.
- 17) Check  if the control and responsibility for the safety of this vehicle will be assigned to a different carrier during the registration year.
- 18) **NM Title Number**  
The current NM Title Number. (May be obtained from your title or from your local Motor Vehicle Office) Vehicle will not be registered without this information.
- 19) **Current NM License Plate Number**  
Indicate the Apportioned license plate number which is currently assigned to the vehicle.
- 20) **List the TIN number (Taxpayer Identification Number) (Fed ID # or SSN #) of the motor carrier that is responsible for the safety of this vehicle.**

### Section Three

If you will operate at a different weight, (other than what is in column 11) in other states, indicate that weight in the corresponding states. **EXAMPLE:** If Column 11 is 80,000 and you will operate in Oklahoma at 90,000, indicate the higher weight.

### Section Two (cont.)

- 6) **Vehicle Identification Number**  
The vehicle identification number (VIN) shown on your vehicle's certificate of title. The complete VIN must be recorded.
- 7) **Type**  
The type of vehicle. (Abbreviations listed in Section 2 Alpha Codes)
- 8) **Axles or Seats**  
The number of axles, including axles in tandem group or the rated seating capacity if the vehicle is a bus.
- 9) **Unladen Weight**  
The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding any weight load.
- 10) **Fuel**  
The type of fuel being used by the power unit. (Abbreviations listed in Section 2).
- 11) **Declared Gross or Combined Weight**  
The individual vehicle gross weight. (Equal to the empty weight of the truck-tractor and trailer plus the heaviest load to be transported)
- 12) **Purchase Price of Vehicle**  
The actual purchase price of the vehicle when new, or the actual purchase price of the vehicle paid by the current owner.
- 13) **Date of Purchase and/or Lease**  
Month & year in which vehicle was purchased or leased.

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## SCHEDULE B INSTRUCTIONS

Schedule "B" is a mileage schedule to be used in computing mileage percentages for the member International Registration Plan jurisdictions. Schedule B is to be used on Original and Renewal Applications. This schedule is also to be used whenever you add a new state with a supplement application.

List actual miles accumulated by the fleet and enter the number "1" in the column to the left of each applicable jurisdiction.

If you expect to operate in a jurisdiction this year that you did not operate in last year or if this is a new account, complete Schedule C. Enter estimated mileage for this coming registration period on Schedule B.

Minimum estimated miles per state are:

AL	363	MB	101	OH	752
AK	101	MD	125	OK	1698
AB	101	MA	102	ON	101
AZ	4487	MI	20046	OR	1141
AR	787	MO	149	PA	664
BC	101	MN	101	PE	101
CA	3253	MS	382	QC	101
CO	2974	MT	1043	RI	101
CT	122	NE	183	SK	101
DE	101	NV	586	SS	114
DC	101	NY	385	SD	101
FL	721	NL	101	TN	720
GA	309	NH	101	TX	1161
ID	302	NJ	101	UT	1101
IL	577	NM	150	VT	101
IN	334	ND	20799	VA	436
IA	410	NY	155	WA	1634
KS	15686	NT	101	WY	101
KY	205	NC	101	WY	185
LA	557	ND	101	WY	401
ME	101	NS	101	YT	101

## SCHEDULE A INSTRUCTIONS

### Section One

- 1) **The Name of the Applicant**  
The full name of the operation carrier or name under which the individual does business.
- 2) **Business Street Address**  
Where the registrant has an established place of business, maintains operational records of the fleet and accrues mileage.
- 3-4-5) **City, State and Zip Code**  
Where the business address is located.
- 6) **Fax Number**  
Fax number including area code.
- 7) **Date**  
The month, day and year on which the application is filed.
- 8) **Account Number**  
Assigned by the Commercial Vehicle Bureau of the Motor Vehicle Division. If one has not yet been assigned, leave blank.
- 9) **Fleet Number**  
If more than one fleet is submitted under the same company name, designate as 1, 2, etc. Example: Fleet 1, Unit 1 operates NM, CO, TX; Fleet 2, Unit 2 operates NM, TX, UT.
- 10) **Business Mailing Address**  
Where the registration credentials should be mailed and/or where the applicant desires correspondence to be mailed or directed.
- 11-12-13) **City, State, and Zip Code**  
Where the mailing address is located.
- 14) **Registration Year**  
The last two digits of the registration year.  
(Example: 2004 = 04)
- 15) **Taxpayer Identification Number (TIN)**  
Write Federal ID number. If none, give Social Security Number.

### Section Two

- 1) **Transaction Type**  
Select from Section 2, Alpha Codes.
- 2) **Registering for Colorado Check**  Column 2 if unit traveled 9,999 or less miles.
- 3) **Unit Number**  
Enter the unit number assigned by the registrant. Do not duplicate any unit number.
- 4) **Year of Vehicle**  
The last two digits of the model year of the vehicle.
- 5) **Make of Vehicle**  
The make of the vehicle using the four letter abbreviation. (Example: Peterbilt = "PTRB")

CONTINUED ON BACK SIDE

**FAXES ARE NOT ACCEPTED. Mail completed application to:**  
**MOTOR VEHICLE DIVISION**  
**COMMERCIAL VEHICLE BUREAU**  
**P.O. BOX 5188**  
**SANTA FE, NEW MEXICO 87504-5188**





STATE OF NEW MEXICO  
**Taxation and Revenue Department**  
 An Equal Opportunity Employer

**INTERNATIONAL REGISTRATION PLAN  
 (IRP) REQUIREMENTS**  
 For New and Renewal Application  
 (To be completed by each Motor Carrier/Registrant)

New Mexico Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Year: \_\_\_\_\_ Renewal Month: \_\_\_\_\_ Fleet(s): \_\_\_\_\_

Motor Carrier/Registrant's Name: \_\_\_\_\_

Doing Business As (dba): \_\_\_\_\_

**Select one:**

- Motor Carrier
- Registrant
- Owner/Operator – leased to: \_\_\_\_\_

**Select one:**

- Sole Proprietor
- Partnership
- Corporation

**Check all that apply:**

- Haul for Hire
- Private
- Exempt
- Passengers
- Hazardous
- Household Goods

**To be eligible for apportioned registration under the International Registration Plan (IRP), you as the Motor Carrier/Registrant must agree to and continuously comply with the following:**

1. Maintain a physical location within the State of New Mexico, owned, leased or rented by you, where your trucking-related business is conducted (cannot be the address of a licensing agent). The street address or directions for the primary business location in New Mexico is:

\_\_\_\_\_  
 \_\_\_\_\_

2. Maintain a telephone number, publicly listed in the Motor Carrier/Registrant's name, at the physical location shown in #1 above (verifiable by calling Directory Assistance or appearing in the local telephone book). The verifiable business telephone number is:

\_\_\_\_\_

3. Maintain a person in the permanent employ of the registrant, conducting the Motor Carrier/Registrant's business but not solely the registration and/or taxes of the commercial vehicles (cannot be a licensing agent). The employee name is:

\_\_\_\_\_

Date of hire: \_\_\_\_\_ ( ) Full Time ( ) Permanent Part Time

Usual and routine duties performed by this employee: \_\_\_\_\_

\_\_\_\_\_

4. You must declare actual distance in two or more jurisdictions each registration year on the Mileage Schedule B based on the actual distance traveled the preceding July 1 through June 30. For new applicants and expanded operations, estimated distance may be declared on the Mileage Schedule B by completing a Schedule C showing your own proposed routes or using the default estimated figures. Records supporting actual distances must be retained for three (3) years after the close of the registration year and must be made available to the base jurisdiction upon request.

Signature

Title

**TEXAS**

## **Imported Vehicles**

### **MOTOR VEHICLES BROUGHT INTO STATE**

#### ***Texas Transportation Code Section 501.030***

- (a) Before a motor vehicle that was last registered or titled in another state or country may be titled in this state, the applicant must furnish the county assessor-collector with a verification form under Section 548.256.*
- (b) Before a motor vehicle that was not manufactured for sale or distribution in the United States may be titled in this state, the applicant must:*
- (1) provide to the assessor-collector:*
    - (A) a bond release letter, with all attachments, issued by the United States Department of Transportation acknowledging:
      - (i) receipt of a statement of compliance submitted by the importer of the vehicle; and*
      - (ii) that the statement meets the safety requirements of 19 C.F.R. 12.80(e);**
    - (B) a bond release letter, with all attachments, issued by the United States Environmental Protection Agency stating that the vehicle has been tested and shown to conform to federal emission requirements; and*
    - (C) a receipt or certificate issued by the United States Department of the Treasury showing that all gas guzzler taxes due on the vehicle under 26 U.S.C. Section 4064(a) have been paid; or*
  - (2) provide to the assessor-collector proof satisfactory to the assessor-collector that the vehicle was not brought into the United States from outside of the country.*
- (c) Subsections (a) and (b) do not apply to a motor vehicle lawfully imported into the United States by a distributor or dealer from the vehicle's manufacturer.*
- (d) If a motor vehicle has not been titled or registered in the United States, the application for certificate of title must be accompanied by:*
- (1) a manufacturer's certificate of origin written in English issued by the vehicle manufacturer;*
  - (2) the original documents that constitute valid proof of ownership in the country where the vehicle was originally purchased, with an English translation of the documents verified as to the accuracy of the translation by an affidavit of the translator; or*
  - (3) if the vehicle was imported from a country that cancels the vehicle registration and title for export, the documents assigned to the vehicle after the registration and title were canceled, with an English translation of the documents verified as*

*to the accuracy of the translation by an affidavit of the translator.*

*(e) Before a motor vehicle that is required to be registered in this state and that is brought into this state by a person other than a manufacturer or importer may be bargained, sold, transferred, or delivered with an intent to pass an interest in the vehicle or encumbered by a lien, the owner must apply for a certificate of title on a form prescribed by the department to the county assessor-collector for the county in which the transaction is to take place. The assessor-collector may not issue a title receipt unless the applicant delivers to the assessor-collector satisfactory evidence of title showing that the applicant is the owner of the vehicle and that the vehicle is free of any undisclosed liens.*

*(f) A county assessor-collector may not be held liable for civil damages arising out of the assessor-collector's failure to reflect on the title receipt a lien or encumbrance on a motor vehicle to which Subsection (e) applies unless the assessor-collector's failure constitutes willful or wanton negligence.*

*(g) Until an applicant has complied with this section:*

*(1) a county assessor-collector may not accept an application for certificate of title; and*

*(2) the applicant is not entitled to an appeal as provided by Sections 501.052 and 501.053.*

**Note:** As a result of a decision handed down by the United States Fifth Circuit Court of Appeals, the **department is precluded from enforcing the provision of this statute**, which requires the surrender of a bond release letter from the Environmental Protection Agency.

#### **EVIDENCE OF OWNERSHIP**

All vehicles imported into the United States must have proper evidence of ownership. The original documents constituting valid proof of ownership in the country in which the vehicle was originally purchased must be surrendered when an application for Texas Certificate of Title is filed. (A certified copy of the foreign evidence of ownership will be acceptable, provided it is certified by the appropriate foreign registrar.) For example, the Fahrzeugbrief title document issued by Germany is accepted as proper evidence of ownership for vehicles imported into the United States.

#### **ADDITIONAL DOCUMENTATION REQUIRED ON A FOREIGN/IMPORTED VEHICLE INCLUDES**

1. A Vehicle Identification Certificate, properly executed by a State approved Safety Inspection Station will be required on all vehicles imported into the United States (except certain vehicles owned by members of the German Federal Armed Forces – Refer to I, C, 10 of this section).

2. **The Inspection Report on the bottom of the *Application for Assigned or***

**Reassigned Number, Form VTR-68-A** must be executed by a law enforcement officer who is a member of one of the following agencies: Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety Motor Vehicle Theft Services; or the National Insurance Crime Bureau (NICB) Vehicle Theft Investigators. This completed Form 68-A must accompany any title documentation supported by foreign evidence filed on and after August 1, 2000.

3. A weight certificate will be required on all imported commercial motor vehicles in excess of one (1) ton.

4. Proof of compliance with all U. S. Department of Transportation (USDOT) safety requirements, if applicable.

**Note:** Vehicles with year models 25 years old or older are exempt from safety compliance.

5. U. S. Customs' entry/clearance documentation.

6. Valid proof of financial responsibility, covering the described vehicle, in the applicant's name. (Refer to Section 502.152 of the Vehicle Registration Manual.)

7. All foreign vehicles imported into Texas for title and registration purposes are subject to odometer requirements. (Refer to Section 501.072.)

8. A receipt or certificate issued by the U. S. Department of Treasury showing that any and **all gas-guzzler taxes** due on the vehicle have been fully paid, if applicable. A copy of the IRS Form 720 that was filed by the applicant accompanied by a copy of the canceled check will also be acceptable proof of payment of the tax.

#### **PROOF OF COMPLIANCE WITH APPLICABLE U. S. DEPARTMENT OF TRANSPORTATION (USDOT) SAFETY REQUIREMENTS**

When an applicant applies for a Texas Certificate of Title on an imported motor vehicle, the application must be supported by acceptable proof of compliance with all USDOT safety requirements, if applicable.

1. Importers of vehicles must file a **USDOT Form HS-7, Application for (Declaration) Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**, (available at ports of entry) at the time a vehicle is imported to declare whether the vehicle complies with all applicable federal motor vehicle safety standards (USDOT safety requirements). The USDOT Form HS-7 must be validated with an original U. S. Customs stamp (Certified copies by U. S. Customs are also acceptable.) or must be accompanied by other U. S. Customs entry/clearance documentation.

2. Refer to the **quick reference** provided at the end of this chapter to determine the title and registration requirements that will be applicable in relation to the various blocks checked on the USDOT Form HS-7:

**Note:** Vehicles with year models that are 25 years old or older are exempt from those requirements.

3. An **Automated Broker Interface (ABI) screen**. The USDOT and U. S. Customs House Brokers have established an Automated Broker Interface (ABI) system that allows importers to provide USDOT HS-7 information electronically to USDOT on Customs releases. As a result, a title applicant can now provide a properly completed ABI screen that serves as U. S. Customs entry/clearance documentation and, in lieu of a USDOT Form HS-7, shows the USDOT safety requirement eligibility information normally provided on the USDOT Form HS-7. The following information, at a minimum, must be included on the ABI screen:

- a. The description of the vehicle (year model, make, VIN, and model);
- b. The USDOT Form HS-7 box number of eligibility\* (1, 2A, 2B, 3, 5, 7, 8, 9 & 12);
- c. U. S. Customs entry number; and
- d. A reference notation such as "USDOT" or "DOT".

## USE OF REGISTRATION RECEIPT OR TITLE RECEIPT TO EVIDENCE TITLE

### *Texas Transportation Code Section 501.029*

*(a) A person may use a registration receipt issued under Chapter 502 or a title receipt to evidence title to a motor vehicle and not to transfer an interest in or establish a lien on the vehicle.*

*(b) The department by rule may provide for the issuance of a receipt that evidences title to a motor vehicle for registration purposes only. The fee for application for the receipt is the fee applicable to application for a certificate of title.*

### **REGISTRATION PURPOSES ONLY (RPO)**

- I. Under certain circumstances, Registration Purposes Only may be issued for a vehicle that was last registered or titled in another state, which is subject to registration in this State, and for which the owner cannot or does not wish to surrender the out-of-state evidence of ownership. This type of registration was designed to enable a nonresident to register his vehicle in Texas without applying for a negotiable Texas Certificate of Title.

Under no circumstances may Registration Purposes Only be issued for an unregistered new vehicle.

### **II. Use of Title or Registration Receipt**

Prior to September 1, 2001, Texas non-negotiable titles were issued for Registration Purposes Only.

On or after September 1, 2001, the receipt issued at the time of application for registration purposes only may be used only as proof of registration and to evidence title for registration purposes only. A title receipt or registration receipt may not be used to transfer any interest or ownership in a motor vehicle or to establish a lien.

#### **A. Application for Registration Purposes Only**

*An Application for Registration Purposes Only, Form VTR-272, and Form 130-U shall be executed by the owner or agent of the vehicle and filed with the County Tax Assessor-Collector's Office in the owner's Texas County of residence.*

Effective September 1, 1999, commercial vehicle owners operating under the International Registration Plan (IRP) may apply for "Registration Purposes Only" at the VTR Regional Offices.

1. The application fee for Registration Purposes Only is \$28/\$33 (the same fee that is applicable to applications for certificate of title under Section 501.138). The applicant must remit the \$28/\$33 application fee and any other applicable fees (registration, sales tax, etc.) with the application.

The registration receipt and the applications (Form 130-U and Form VTR-272) must always be in the name of the owner of the vehicle. (An exception is vehicles leased from the federal government.)

2. It is important that the Form VTR-272 be completely and properly executed. The name of the state in which the vehicle was last registered must be **shown** on the form; and when available, the out-of-state license number and year of issuance should also be shown. Quite often, if some of this information is missing, it can be located and carried forward from other documents in the transaction, such as the Vehicle Identification Certificate.

3. **No evidence of ownership** other than a properly executed Form VTR-272, the title copy of the registration receipt, a Vehicle Identification Certificate, and a weight certificate verifying the empty weight of a commercial vehicle should support the Application for Registration Purposes Only. In the event out-of-state evidence of ownership (title, registration receipt, etc.) is presented to the tax collector, and such evidence reflects a lien, which has not been released, the lien should always be shown on the Application for Texas Certificate of Title, Form 130-U. The state of last title and/or registration issuance should also be indicated in the previous owner area. The out-of-state evidence of ownership should then be returned to the applicant with the receipt for application, license receipt copy, license plates, and windshield validation sticker, if applicable.

4. As the application is for registration only and is not for a negotiable Texas Certificate of Title, a power of attorney or other evidence of authority need not be attached for an agent or operator to sign for an owner, company, firm, or corporation.

5. Upon approval of the application for a "Registration Purposes Only", the department will issue an application receipt that indicates the application filed was for registration purposes only. The receipt serves only as proof of registration and as evidence of title for registration purposes only, and may not be used to transfer any interest or owner.

#### **B. Vehicle Located Out of State**

If a vehicle requires and is eligible for Texas registration but the vehicle is not located in Texas, a **self-certification of the VIN would be necessary**. In this instance, when the vehicle is not located in Texas, the safety inspection requirements prescribed under Section 501.030 are not applicable; therefore, a Vehicle Identification Certificate, issued by a State appointed Safety Inspection Station, is not required. However, the self-certification portion of the Form VTR-272, Request for Registration Purposes Only must be completed to certify that the applicant has verified the vehicle identification number on the vehicle.

TRANSPORTATION CODE  
CHAPTER 502. REGISTRATION OF VEHICLES  
SUBCHAPTER A. GENERAL PROVISIONS

Sec. 502.001. DEFINITIONS. In this chapter:

- (1) "All-terrain vehicle" means a motor vehicle that is:
  - (A) equipped with a saddle, bench, or bucket seats for the use of:
    - (i) the rider; and
    - (ii) a passenger, if the motor vehicle is designed by the manufacturer to transport a passenger;
  - (B) designed to propel itself with three or more tires in contact with the ground;
  - (C) designed by the manufacturer for off-highway use; and
  - (D) not designed by the manufacturer primarily for farming or lawn care.
- (2) "Commercial motor vehicle" means a motor vehicle, other than a motorcycle, designed or used primarily to transport property. The term includes a passenger car reconstructed and used primarily for delivery purposes. The term does not include a passenger car used to deliver the United States mail.
- (3) "Department" means the Texas Department of Transportation.
- (4) "Farm semitrailer" means a semitrailer designed and used primarily as a farm vehicle.
- (5) "Farm tractor" means a motor vehicle designed and used primarily as a farm implement for drawing other implements of husbandry.
- (6) "Farm trailer" means a trailer designed and used primarily as a farm vehicle.
- (7) "Golf cart" means a motor vehicle designed by the manufacturer primarily for transporting persons on a golf course.
- (8) "Implements of husbandry" means farm implements, machinery, and tools as used in tilling the soil, including self-propelled machinery specifically designed or adapted for applying plant food materials or agricultural chemicals but not specifically designed or adapted for the sole purpose of transporting the materials or chemicals. The term does not include a passenger car or truck.
- (9) "Light truck" means a commercial motor vehicle that has a manufacturer's rated carrying capacity of one ton or less.
- (10) "Moped" has the meaning assigned by Section 541.201.
- (11) "Motor bus" includes every vehicle used to transport persons on the public highways for compensation, other than:
  - (A) a vehicle operated by muscular power; or
  - (B) a municipal bus.
- (12) "Motorcycle" means a motor vehicle designed to propel itself with not more than three wheels in contact with the ground. The term does not include a tractor.
- (13) "Motor vehicle" means a vehicle that is self-propelled.
- (14) "Municipal bus" includes every vehicle, other than a passenger car, used to transport persons for compensation exclusively within the limits of a municipality or a suburban addition to the municipality.
- (15) "Operate temporarily on the highways" means to travel between:
  - (A) different farms;
  - (B) a place of supply or storage and a farm; or
  - (C) an owner's farm and the place at which the owner's farm produce is prepared for market or is marketed.
- (16) "Owner" means a person who:
  - (A) holds the legal title of a vehicle;
  - (B) has the legal right of possession of a vehicle; or
  - (C) has the legal right of control of a vehicle.
- (17) "Passenger car" means a motor vehicle, other than a motorcycle, golf cart, light truck, or bus, designed or used primarily for the transportation of persons.
- (18) "Public highway" includes a road, street, way, thoroughfare, or bridge:

- (A) that is in this state;
- (B) that is for the use of vehicles;
- (C) that is not privately owned or controlled;

and

(D) over which the state has legislative jurisdiction under its police power.

(19) "Public property" means property owned or leased by this state or a political subdivision of this state.

(20) "Road tractor" means a vehicle designed for the purpose of mowing the right-of-way of a public highway or a motor vehicle designed or used for drawing another vehicle or a load and not constructed to carry:

- (A) an independent load; or
- (B) a part of the weight of the vehicle and load

to be drawn.

(21) "Semitrailer" means a vehicle designed or used with a motor vehicle so that part of the weight of the vehicle and its load rests on or is carried by another vehicle.

(22) "Trailer" means a vehicle that:

(A) is designed or used to carry a load wholly on its own structure; and

(B) is drawn or designed to be drawn by a motor vehicle.

(23) "Truck-tractor" means a motor vehicle:

(A) designed and used primarily for drawing another vehicle; and

(B) not constructed to carry a load other than a part of the weight of the vehicle and load to be drawn.

(24) "Vehicle" means a device in or by which a person or property is or may be transported or drawn on a public highway, other than a device used exclusively on stationary rails or tracks. Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 625, Sec. 1, eff. Sept. 1, 1997.

Amended by:

Acts 2005, 79th Leg., Ch. 586, Sec. 2, eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. 1280, Sec. 1, eff. June 15, 2007.

Sec. 502.002. REGISTRATION REQUIRED; GENERAL RULE.

(a) The owner of a motor vehicle, trailer, or semitrailer shall apply for the registration of the vehicle for:

(1) each registration year in which the vehicle is used or to be used on a public highway; and

(2) if the vehicle is unregistered for a registration year that has begun and that applies to the vehicle and if the vehicle is used or to be used on a public highway, the remaining portion of that registration year.

(b) The application must be made to the department through the county assessor-collector of the county in which the owner resides.

(c) A provision of this chapter that conflicts with this section prevails over this section to the extent of the conflict.

(d) A county assessor-collector, a deputy county assessor-collector, or a person acting on behalf of a county assessor-collector is not liable to any person for:

(1) refusing to register a motor vehicle because of the person's failure to submit evidence of residency that complies with the department's rules; or

(2) registering a motor vehicle under this section. Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 30.44(a), eff. Sept. 1, 1997.

Sec. 502.0021. RULES AND FORMS. (a) The department may adopt rules to administer this chapter.

(b) The department shall:

(1) prescribe forms determined by the department to be necessary for the administration of this chapter; and

(2) provide each county assessor-collector with an adequate supply of each form necessary for the performance of a duty under this chapter by the assessor-collector.

Added by Acts 1997, 75th Leg., ch. 625, Sec. 2, eff. Sept. 1, 1997. Renumbered from Sec. 502.009 by Acts 1999, 76th Leg., ch. 62, Sec. 19.01(100), eff. Sept. 1, 1999.

Sec. 502.0022. CONSOLIDATED REGISTRATION OF FLEET VEHICLES. (a) The department shall develop and implement a system of registration so that an owner of a fleet of motor vehicles may consolidate the registration of the motor vehicles in the fleet as

an alternative to the separate registration of each motor vehicle in the fleet.

(b) A system of consolidated registration under this section must allow the owner of a fleet of motor vehicles to register:

(1) an entire fleet of motor vehicles in the county of the owner's residence or principal place of business; or

(2) those vehicles in a fleet of vehicles that are operated most regularly in the same county by registering the vehicles in that county.

(c) The department by rule shall define "fleet" for purposes of this section.

(d) The department may adopt rules to administer this section.

Added by Acts 2001, 77th Leg., ch. 638, Sec. 1, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 645, Sec. 1, eff. Sept. 1, 2001.

Sec. 502.0025. EFFECT OF CERTAIN MILITARY SERVICE ON REGISTRATION REQUIREMENT. (a) This section applies only to a motor vehicle that is owned by a person who:

(1) is a resident of this state;

(2) is on active duty in the armed forces of the United States;

(3) is stationed in or has been assigned to another nation under military orders; and

(4) has registered the vehicle or been issued a license for the vehicle under the applicable status of forces agreement by:

(A) the appropriate branch of the armed forces of the United States; or

(B) the nation in which the person is stationed or to which the person has been assigned.

(b) Unless the registration or license issued for a vehicle described by Subsection (a) is suspended, canceled, or revoked by this state as provided by law:

(1) Section 502.002(a) does not apply; and

(2) the registration or license issued by the armed forces or host nation remains valid and the motor vehicle may be operated in this state under that registration or license for a period of not more than 90 days after the date on which the vehicle returns to this state.

Added by Acts 1999, 76th Leg., ch. 836, Sec. 1, eff. Sept. 1, 1999.

Sec. 502.003. REGISTRATION BY POLITICAL SUBDIVISION PROHIBITED. (a) Except as provided by Subsection (b), a political subdivision of this state may not require an owner of a motor vehicle to:

(1) register the vehicle;

(2) pay a motor vehicle registration fee; or

(3) pay an occupation tax or license fee in connection with a motor vehicle.

(b) This section does not affect the authority of a municipality to:

(1) license and regulate the use of motor vehicles for compensation within the municipal limits; and

(2) impose a permit fee or street rental charge for the operation of each motor vehicle used to transport passengers for compensation, other than a motor vehicle operating under a registration certificate from the department or a permit from the federal Surface Transportation Board.

(c) A fee or charge under Subsection (b) may not exceed two percent of the annual gross receipts from the vehicle.

(d) This section does not impair the payment provisions of an agreement or franchise between a municipality and the owners or operators of motor vehicles used to transport passengers for compensation.

Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 30.45, eff. Sept. 1, 1997.

Sec. 502.004. COLLECTION OF FEES. A person may not collect a registration fee under this chapter unless the person is:

(1) an officer or employee of the department; or

(2) a county assessor-collector or a deputy county assessor-collector.

Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995.

Sec. 502.005. REFUSAL TO REGISTER UNSAFE VEHICLE. (a) The department may refuse to register a motor vehicle and may revoke a registration if the department determines that a motor vehicle is



**IMPORTANT INFORMATION FOR COMPLETING YOUR  
TEXAS APPORTIONED RENEWAL APPLICATION**

**PLEASE READ CAREFULLY!**



*Texas Department of Transportation • Vehicle Titles and Registration Division  
International Registration Plan Branch • P.O. Box 26440 • Austin, Texas 78755-0440  
(512) 374-5250 • Fax (512) 374-5265  
[www.dot.state.tx.us/vtr/irp/inside.htm](http://www.dot.state.tx.us/vtr/irp/inside.htm)*

# IMPORTANT APPORTIONED REGISTRATION RENEWAL INFORMATION

The expiration month for your account is **MARCH** for processing under the staggered apportioned registration program. Your current apportioned registration credentials expire 5 working days after **MARCH 31, 2007**.

Upon renewal, your credentials will expire 5 working days after **MARCH 31, 2008**.

The Texas Department of Transportation (TxDOT) is in the process of implementing a new International Registration Plan (IRP) processing system. There will now be additional requirements and changes pertaining to the completion of your apportioned renewal application. In order to assist us in processing your application, please be aware of the following changes:

*Texas Department of  
Transportation Renewal  
Application - Schedule B*

**PLEASE VERIFY THAT THE PHYSICAL AND MAILING ADDRESS  
ON YOUR RENEWAL FORM SCHEDULE B ARE CORRECT.**

## **New Requirements on the Renewal Form Schedule B**

### **TAX ID (FEIN OR SSN)**

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (FEIN) and is used to identify a business entity. If you do not have a FEIN number, you can complete an application online at <http://www.irs.gov/> or contact your local IRS office.

### **USDOT #**

The USDOT # is the identification number that the Federal Motor Carrier Safety Administration (FMCSA) assigns to each motor carrier that conducts interstate operations. If you do not have a USDOT #, you can apply online at <http://www.fmcsa.dot.gov/> or contact the Motor Carrier Division at 1-800-299-1700.

### **NEW DISTANCE CODE INDICATORS**

The distance codes for reporting accrued distance for your apportioned vehicle(s) has changed. **CODE ONLY THE STATES REQUIRED TO BE SHOWN ON THE CAB CARD. DO NOT INDICATE 0 MILES TRAVELED FOR ANY STATE.** The new definitions are as follows:

Codes: A = Actual distance accrued for each vehicle in the fleet.

1 = 1st year estimate (is used when adding a new jurisdiction on to your apportioned fleet that has not previously been on your cab card)

2 = 2nd year estimate (is used when registering a jurisdiction that is already on your fleet, but which has not accrued actual distance during the previous mileage reporting period)

N = Non-prorated distance (previously indicated as 3's)

On your renewal application please place a check (✓) in the boxes next to your desired jurisdictions, fill in distance traveled by the entire fleet for each jurisdiction for the requested mileage reporting period (July 1st through June 30th), and indicate proper distance code for each jurisdiction selected.

In addition, a mileage chart (see page 8) showing average miles for Texas based carriers for each jurisdiction has been developed. These mileage figures should be used any time you are estimating unless you feel the figures on the mileage chart do not reflect a reasonable estimation of your operations. **In this case**, you may use your own figures, which must be approved by the Texas IRP section. **THE SCHEDULE G (SEE PAGE 9) SHOULD BE USED ONLY WHEN USING YOUR OWN FIGURES FOR ESTIMATION.**

The base jurisdiction may adjust the estimates if the base jurisdiction is not satisfied with their correctness. **Large mileage estimates in states having low fee rates will cause the application to be questioned and proof of operations will be required.**

## Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

\*\*\* **NEW** \*\*\*

Mail validated proof of payment of HVUT to the Special Registration Branch as soon as payment has been made to the IRS.

Include the Schedule I (if required). Due to Federal law, proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX (HVUT)** is required when licensing vehicles at 55,000 pounds or more gross weight or combined gross weight. Proof is not required on new or used units being titled and registered within sixty (60) days of the date shown on the receipt for application of Texas title.

Acceptable proof of payment is a copy of a **RECEIPT STAMPED** Internal Revenue Service (IRS) Schedule I (Form 2290) for the tax period **JULY 1, 2006 THROUGH JUNE 30, 2007**. The Schedule I (Form 2290) requires a listing of your vehicle identification number for up to twenty-one (21) units. If your fleet exceeds 21 units, vehicle identification numbers are not required. However, the total number of units listed on **LINE A, PART III**, must be equal to, or more than, the number of registrations.

✓ In lieu of a **RECEIPT STAMPED** Schedule I (Form 2290), a copy of your Form 2290 (with Schedule I) **AND** copies of both sides of the canceled check will be acceptable proof of payment.

✓ If you use owner/operators, copies of their **RECEIPT STAMPED** Schedule I (Form 2290) or copies of their Form 2290 (with Schedule I) **AND** copies of both sides of their canceled check **MUST BE INCLUDED**.

✓ **THIS INFORMATION MUST ACCOMPANY YOUR APPLICATION OR THE APPLICATION WILL BE RETURNED TO YOU FOR CORRECTION.**

✓ Questions regarding this tax should be directed to the **INTERNAL REVENUE OFFICE** at 1-800-829-1040 or to a local IRS office.

**PHYSICAL ADDRESS: ENTER THE ADDRESS WHERE THE REGISTRANT HAS AN ESTABLISHED PLACE OF BUSINESS. THE PHYSICAL ADDRESS MUST BE IN THE STATE OF TEXAS AND CANNOT BE A POST OFFICE BOX.**

## Proof of Financial Responsibility

The Texas Department of Transportation has a mandatory financial responsibility law. **IF YOU ARE REGISTERED AS A MOTOR CARRIER WITH THE TEXAS DEPARTMENT OF TRANSPORTATION, YOU MAY SUBMIT A COPY OF YOUR MOTOR CARRIER REGISTRATION CERTIFICATE (FORM 1899).**

THE MOST COMMON EVIDENCE OF FINANCIAL RESPONSIBILITY IS A LIABILITY INSURANCE CARD ISSUED TO THE POLICY-HOLDER BY THE INSURANCE COMPANY. Examples of other types of acceptable proof include insurance policies and binders, pool coverage documents and certificates of self-insurance, bond, etc.

**CURRENT PROOF OF FINANCIAL RESPONSIBILITY MUST BE SUBMITTED WITH YOUR RENEWAL APPLICATION.**

**LEASES: WHEN THE LESSOR PROVIDES THE INSURANCE AND THE INSURANCE DOCUMENTS REFLECT THEIR NAME, A COPY OF THE LEASE AGREEMENT WITH THAT COMPANY MUST BE INCLUDED WITH YOUR APPORTIONED RENEWAL APPLICATION.** The original or a photocopy of the evidence satisfies the requirement of proof of financial responsibility. **ALL ORIGINAL DOCUMENTATION IS RETURNED TO THE APPLICANT.**

**QUESTIONS ABOUT PROPER EVIDENCE OF FINANCIAL RESPONSIBILITY SHOULD BE DIRECTED TO YOUR INSURANCE COMPANY, OR YOUR LOCAL VTR REGIONAL OFFICE.**

## When and Where to File Your Application

To ensure that your application is processed in a timely manner and that you receive your renewal credentials prior to expiration, return all forms **BY FEBRUARY 23, 2007**, to the address shown below for processing.

Renewals and proof of HVUT payment should be **MAILED** to the following address:

**Texas Department of Transportation  
Special Registration Branch  
PO Box 26440  
Austin, TX 78755-0440**

**THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON. ALL RENEWALS MUST BE MAILED TO THE ABOVE ADDRESS IN ORDER TO BE PROCESSED. NEW ACCOUNTS ARE PROCESSED BY YOUR LOCAL REGIONAL OFFICE.**

**Overnight Mail Address:  
Texas Department of Transportation  
Special Registration Branch  
4000 Jackson Ave.  
Austin, TX 78731**

**YOUR LOCAL REGIONAL OFFICE IS UNABLE TO PROCESS RENEWALS UNTIL THE 16TH DAY OF THE MONTH FOLLOWING EXPIRATION.**

## Changes on the New Renewal Form Schedule A

The Schedule A is a computer generated printout of all vehicles currently registered in the fleet as of **JANUARY 27, 2007**.

### WEIGHT GROUPS

Weight Groups are now identified by group numbers (Group #1, Group #2, etc.). Each weight group is distinguished by the vehicle type such as TT-Truck Tractor or TK-Truck. In addition, the weight group is now labeled TT at 80,000. This will identify the type and the weight in each group.

Vehicle Types that are allowed in TxIRP:

- TT = Truck Tractor
- TK = Straight Truck
- BS = Bus

List on the additions page of the Schedule A any vehicles which were added to your account. Be sure to list the additions under the correct weight group.

### VEHICLE EQUIPMENT LIST

Please review all the vehicles listed on the provided equipment list for accuracy. If changes are required you can mark the box underneath the # symbol. This box is located to the left of the VIN on the vehicle equipment list. To indicate a change place a ( C ) in the box. To delete a unit from the fleet place a ( D ) in the box. Fill in the purchase price, purchase date or factory price if these areas are blank.

### E.I.N. # - MANDATORY FIELD

Employer Identification Numbers (EIN) are now required for each vehicle in the fleet. The EIN can be found on the completed IRS Schedule 1-Form 2290 for each vehicle listed on the equipment list.

### SPECIAL USES

Several jurisdictions calculate their registration fees based on vehicles that perform non-standard operations. Such uses for these vehicles are:

- **Carnival** = Jurisdiction(s) affected: MI
- **Dump Truck** = Jurisdiction(s) affected: MD, WA
- **Farm Truck** = Jurisdiction(s) affected: MD, MS, OH
- **Household Goods Carrier** = Jurisdiction(s) affected: MI, NY
- **Pump/Drill/Crane** = Jurisdiction(s) affected: UT
- **Logging Truck** = Jurisdiction(s) affected: MN, WA
- **Wrecker** = Jurisdiction(s) affected: IN, MD, MI, QC
- **Small Miles/Special Use** = Jurisdiction(s) affected: CO

# == IMPORTANT NOTICE ==

## FOR CARRIERS OPERATING IN IDAHO

Registrants renewing through the base jurisdiction or apportioning a new fleet to operate in Idaho after October 1, 2000 may request a refund from Idaho if the average miles per vehicle in a fleet is less than 50,001 miles.

To determine if a refund may be due, divide the total fleet miles by the number of vehicles in the fleet. If the average is less than 50,001 miles per vehicle, request a refund form from the Revenue Operations Unit, Idaho Transportation Department, at (208) 334-8770.

A copy of IRP Schedule A and B or a summary of these schedules from the records of the IRP Administration in the base jurisdiction is required with all refund requests.

## FOR CARRIERS OPERATING IN QUEBEC

Apportioned account holders who will show the Canadian Province of QUEBEC on their apportioned cab card(s) please note the following:

Fees for the Province of Quebec are based on the total number of axles on the vehicle or combination of vehicles. Therefore, the assumed number of total axles has been printed on the renewal printout to the left of the number of seats.

If this number is incorrect, please make corrections in red directly on the printout.

If you do not plan to show Quebec on your cab card, please disregard this notice.

# IRS News Release

Media Relations Office

Washington, D.C.

Media Contact: 202.622.4000

[www.irs.gov/newsroom](http://www.irs.gov/newsroom)

Public Contact: 800.829.1040

## **New Law Changes Highway Use Tax Rules: Installment Payment Option Eliminated**

IR-2005-68, June 23, 2005

WASHINGTON — The Internal Revenue Service today reminded truckers and other owners of heavy highway vehicles that the installment option for paying the federal highway use tax will no longer be available.

This change was included in the American Jobs Creation Act of 2004 and applies to filers of Form 2290, Heavy Highway Vehicle Use Tax Return.

Beginning with the Form 2290 for the tax year that begins on July 1, 2005 and ends on June 30, 2006, the balance due shown on the form must be paid in full by the due date of the return. In most cases, the deadline for filing the return and paying any tax due is August 31, 2005. Payment can be made by check, money order or electronically through the Electronic Federal Tax Payment System (EFTPS).

In previous years, taxpayers who timely filed Form 2290 could choose to pay the tax in up to four equal installments. Ordinarily, these installment payments were due on the last day of August, December, March and June. About 148,000 taxpayers chose this option last year, the IRS said.

In general, the highway use tax applies to trucks, truck tractors and buses with a gross taxable weight of 55,000 pounds or more. Ordinarily, vans, pick-ups and panel trucks are not taxable because they fall below the 55,000-pound threshold.

For trucks and other taxable vehicles in use during July, the Form 2290 and payment are due on August 31. The tax is based on weight and normally ranges from \$100 to \$550 per vehicle. A variety of special rules, discussed in the instructions for Form 2290, apply to vehicles with minimal road use, logging or agricultural vehicles, vehicles transferred during the year and those first used on the road after July.

State governments are required to receive proof of payment of the federal highway use tax as a condition of vehicle registration. Schedule 1 of the Form 2290 is stamped and returned to filers for this purpose. This process remains unchanged.

The Jobs Act also eliminated reduced tax rates for vehicles registered in Canada and Mexico. For vehicles with a base registration in either country, the tax rate was 25% below the regular rate.

In addition, the Jobs Act made electronic filing mandatory for taxpayers who file highway use tax returns for 25 or more vehicles. The availability of electronic filing for Forms 2290 is pending. Taxpayers should continue to file paper returns. The IRS will notify taxpayers when the electronic filing program is available.

The electronic payment option continues to be available, and the IRS urges taxpayers to enroll in EFTPS and pay their tax obligations this way.

The new Form 2290 and its instructions are now available on [irs.gov](http://irs.gov), the tax agency's Web site. The form and instructions will be mailed automatically to taxpayers who filed last year.

The form and instructions are available in Spanish and, for the first time this year, in French.

**Links:**

Form 2290 (English) <http://www.irs.gov/pub/irs-pdf/f2290.pdf>

Form 2290 (Spanish) <http://www.irs.gov/pub/irs-pdf/f2290sp.pdf>

Instructions for Form 2290 (English) <http://www.irs.gov/pub/irs-pdf/i2290.pdf>

Instructions for Form 2290 (Spanish) <http://www.irs.gov/pub/irs-pdf/i2290sp.pdf>

Electronic Federal Tax Payment System <http://www.irs.gov/efile/article/0,,id=98005,00.html>

**VEHICLE TITLES AND REGISTRATION DIVISION  
REGIONAL OFFICE LOCATIONS  
MAILING ADDRESSES AND PHONE NUMBERS**

ABILENE	4250 N. Clack Abilene, Texas 79601-1141	LOCAL 325 734-5120 FAX 325 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110	LOCAL 806 467-8902 FAX 806 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL 512 837-4416 FAX 512 837-7703
BEAUMONT	4245 Cardinal Drive Beaumont, Texas 77705-4407	LOCAL 409 842-5875 FAX 409 840-6813
CORPUS CHRISTI	1701 South Padre Island Drive, Building 2 Corpus Christi, Texas 78416	LOCAL 361 808-2600 FAX 361 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL 972 417-3854 FAX 972 416-4296
EL PASO	1227 Lee Trevino, Suite B-100 El Paso, Texas 79907	LOCAL 915 591-8149 FAX 915 591-8058
FORT WORTH-ARLINGTON	910 North Watson Road Arlington, Texas 76011-5260 Mailing Address: P. O. Box 90601 Arlington, Texas 76006-9998	LOCAL 817 649-5937 FAX 817 649-1046
HOUSTON	10000 Northwest Freeway, Suite 105 Houston, Texas 77092 Mailing Address: P. O. Box 926109 Houston, Texas 77292-6109	LOCAL 713 681-6637 FAX 713 681-7229
LONGVIEW	1301 Karnes Road Longview, Texas 75604	LOCAL 903 753-6279 FAX 903 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL 806 745-8888 FAX 806 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL 432 498-4674 FAX 432 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL 956 781-3291 FAX 956 782-0695
SAN ANTONIO	4611 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL 210 615-1776 FAX 210 615-5845
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL 254 752-1152 FAX 254 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL 940 720-7754 FAX 940 720-7849

Revised 06/01/06

## TEXAS IRP MILEAGE REPORT CHART

JURISDICTION	ABBREVIATION	AVERAGE MILES
ALASKA	AK	0
ALABAMA	AL	2,206
ARKANSAS	AR	3,584
ARIZONA	AZ	4,336
CALIFORNIA	CA	4,593
COLORADO	CO	1,441
CONNECTICUT	CT	238
DISTRICT OF COLUMBIA	DC	6
DELAWARE	DE	100
FLORIDA	FL	1,620
GEORGIA	GA	1,665
IOWA	IA	694
IDAHO	ID	527
ILLINOIS	IL	2,637
INDIANA	IN	1,559
KANSAS	KS	1,262
KENTUCKY	KY	1,185
LOUISIANA	LA	4,405
MASSACHUSETTS	MA	203
MARYLAND	MD	351
MAINE	ME	100
MICHIGAN	MI	675
MINNESOTA	MN	184
MISSOURI	MO	2,292
MISSISSIPPI	MS	1,946
MONTANA	MT	250
NORTH CAROLINA	NC	987
NORTH DAKOTA	ND	100
NEBRASKA	NE	562
NEW HAMPSHIRE	NH	100
NEW JERSEY	NJ	511
NEW MEXICO	NM	4,305
NEVADA	NV	452
NEW YORK	NY	627
OHIO	OH	1,761
OKLAHOMA	OK	3,851
OREGON	OR	660
PENNSYLVANIA	PA	1,694
RHODE ISLAND	RI	100
SOUTH CAROLINA	SC	816
SOUTH DAKOTA	SD	105
TENNESSEE	TN	2,647
TEXAS	TX	44,627
UTAH	UT	784
VIRGINIA	VA	1,702
VERMONT	VT	100
WASHINGTON	WA	430
WISCONSIN	WI	392
WEST VIRGINIA	WV	491
WYOMING	WY	899
ALBERTA	AB	100
BRITISH COLUMBIA	BC	100
MANITOBA	MB	100
NEW BRUNSWICK	NB	100
NEWFOUNDLAND/LAB	NF	100
NOVA SCOTIA	NS	100
NORTHWEST TERRITORY	NT	100
NUNAVUT	NU	100
ONTARIO	ON	263
PRINCE EDWARD ISLAND	PE	100
QUEBEC	QC	100
SASKATCHEWAN	SK	100
YUKON	YT	63

Revised 01/01/07

## RENEWAL SCHEDULE G

This form should be used only if you do not wish to use the estimated mileage guide on page 8 of these instructions. If you are estimating mileages in any jurisdiction and you do not wish to use the estimated mileage guide on page 8, you may justify estimated miles using this Schedule G and you must show how those mileage estimates were determined. You **must** complete this form **only** when using your own estimates. In accordance with the International Registration Plan, we may adjust your estimate(s).

Instructions: For each trip, list the new jurisdiction(s) through which you plan to travel, the estimated miles you plan to travel within that jurisdiction, and the estimated number of trips and vehicles. This should yield the total estimated miles that you are reporting on the mileage Schedule B. Detach & return.

### EXAMPLE

Estimated Jurisdiction: <b>OKLAHOMA</b>							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
Oklahoma City	to:	Tulsa		104	10	1	1040
Tulsa	to:	Oklahoma City		104	10	1	1040
Total Estimated Miles:							2080

Estimated Jurisdiction: _____							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
_____	to:	_____		_____	_____	_____	_____
_____	to:	_____		_____	_____	_____	_____
Total Estimated Miles:							_____

Estimated Jurisdiction: _____							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
_____	to:	_____		_____	_____	_____	_____
_____	to:	_____		_____	_____	_____	_____
Total Estimated Miles:							_____

Estimated Jurisdiction: _____							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
_____	to:	_____		_____	_____	_____	_____
_____	to:	_____		_____	_____	_____	_____
Total Estimated Miles:							_____

*Attach additional sheets if necessary*

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_  
Signature of Owner or Corporate Office

\_\_\_\_\_  
Date

**IMPORTANT**

**APPORTIONED REGISTRATION RENEWAL APPLICATION  
CHECKLIST**

To prevent processing delays, please take the time to carefully check your application. Did you:

- \_\_\_\_\_ 1. Check the "TYPE OF OPERATION" on the application?
- \_\_\_\_\_ 2. Provide proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX** (Form 2290 Schedule I) for vehicles registered for 55,000 pounds or more?
- \_\_\_\_\_ 3. Provide **PROOF OF FINANCIAL RESPONSIBILITY** (liability insurance)?
- \_\_\_\_\_ 4. Provide a **TAX ID # (FEIN or SSN), USDOT # and EMPLOYER IDENTIFICATION NUMBER (EIN)** where indicated?
- \_\_\_\_\_ 5. Provide a **CONTACT PERSON and TELEPHONE NUMBER**?
- \_\_\_\_\_ 6. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the application?
- \_\_\_\_\_ 7. Make sure that all vehicle information is **ACCURATE and LEGIBLE** and the complete **VEHICLE IDENTIFICATION NUMBER (VIN)** is provided?
- \_\_\_\_\_ 8. List any additions made after **JANUARY 27TH** and before the renewal is mailed to the IRP Branch on the "ADDITIONS" page of the printout?
- \_\_\_\_\_ 9. Fill in **MISSING PURCHASE PRICE, PURCHASE DATE and/or FACTORY PRICES**?
- \_\_\_\_\_ 10. Make any **WEIGHT CHANGES** on the **RENEWAL SCHEDULE A** (computer printout) in **RED INK**?
- \_\_\_\_\_ 11. Mark any **DELETED VEHICLES** with a **D** on the **RENEWAL SCHEDULE A**?
- \_\_\_\_\_ 12. Mark any **1ST YEAR ESTIMATED MILES WITH A #1** on the mileage schedule; mark any **2ND YEAR ESTIMATED MILES WITH A #2** on the mileage schedule?
- \_\_\_\_\_ 13. Write **ALL ACTUAL MILES** next to jurisdictions and check the box if you want to continue to operate in that jurisdiction or **MARK N** next to the mileage if you want to drop that jurisdiction from your apportioned cab card?
- \_\_\_\_\_ 14. **SIGN THE APPLICATION** where indicated?
- \_\_\_\_\_ 15. **KEEP COPIES** for your records?
- \_\_\_\_\_ 16. Return your renewal application to the Special Registration Branch by **FEBRUARY 23, 2007**.

PLEASE REMEMBER THAT THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON.

**\*\*\*IMPORTANT\*\*\***

**MAKE SURE YOU HAVE INCLUDED:**

- **SCHEDULE A – COMPUTERIZED EQUIPMENT LIST**
- **SCHEDULE B – DISTANCE TOTALS PER JURISDICTION**
  - **LEGIBLE COPY OF FORM 2290, INCLUDING SCHEDULE I – FEDERAL HIGHWAY USE TAX FOR VEHICLES 55,000 LBS. OR MORE**
- **THE COMPLETE VEHICLE IDENTIFICATION NUMBER (VIN) MUST BE SHOWN ON FORM 2290 AND MUST MATCH THE VIN EXACTLY AS SHOWN ON YOUR SCHEDULE A**
- **LEGIBLE COPY OF PROOF OF FINANCIAL RESPONSIBILITY – LIABILITY INSURANCE**

**Texas International Registration Plan Apportioned Application**  
 Schedule B  
 (Reg. Year)

Account Number: \_\_\_\_\_ Fleet Number: \_\_\_\_\_

Account Name	DBA	Contact Person	Account Expires
Physical Texas Address	Mailing Address	Phone No. ( ) ( )	Tax ID (FEN or SSN)
County of Residence	City, State, ZIP	Fax No. ( ) ( )	
City, State, ZIP	Region	E-mail	Secondary Phone No. ( ) ( )
			US DOT # TX MCR #

List distance traveled in each jurisdiction in which this fleet traveled for the period of July 1, 2005, through June 30, 2006. Check (✓) the jurisdictions which you want to appear on your cab card for this registration period.

**Please indicate the distance code for each reported distance per jurisdiction as follows:**  
 Codes: A = Actual distance reported 1 = 1<sup>st</sup> year estimate 2 = 2<sup>nd</sup> year estimate N = non-prorated

**Ownership Type (check one):**  
 Company  Partnership  
 Corporation  Sole Owner  
 For Hire  Rental or Leasing Company  
 Private Carrier  Hazardous Materials Carrier \*

\* If the box indicating Hazardous Materials Carrier is checked, the undersigned is declaring knowledge of applicable provisions of any state motor carrier safety regulations or hazardous materials.

Jurisdiction	Distance	Code	Jurisdiction	Distance	Code	Jurisdiction	Distance	Code
<input type="checkbox"/> Alaska			<input type="checkbox"/> Louisiana			<input type="checkbox"/> Ohio		
<input type="checkbox"/> Alabama			<input type="checkbox"/> Massachusetts			<input type="checkbox"/> Oklahoma		
<input type="checkbox"/> Arkansas			<input type="checkbox"/> Maryland			<input type="checkbox"/> Oregon		
<input type="checkbox"/> Arizona			<input type="checkbox"/> Maine			<input type="checkbox"/> Pennsylvania		
<input type="checkbox"/> California			<input type="checkbox"/> Michigan			<input type="checkbox"/> Rhode Island		
<input type="checkbox"/> Colorado			<input type="checkbox"/> Minnesota			<input type="checkbox"/> South Carolina		
<input type="checkbox"/> Connecticut			<input type="checkbox"/> Missouri			<input type="checkbox"/> South Dakota		
<input type="checkbox"/> Dist Of Columbia			<input type="checkbox"/> Mississippi			<input type="checkbox"/> Tennessee		
<input type="checkbox"/> Delaware			<input type="checkbox"/> Montana			<input type="checkbox"/> Texas		
<input type="checkbox"/> Florida			<input type="checkbox"/> North Carolina			<input type="checkbox"/> Utah		
<input type="checkbox"/> Georgia			<input type="checkbox"/> North Dakota			<input type="checkbox"/> Virginia		
<input type="checkbox"/> Iowa			<input type="checkbox"/> Nebraska			<input type="checkbox"/> Vermont		
<input type="checkbox"/> Idaho			<input type="checkbox"/> New Hampshire			<input type="checkbox"/> Washington		
<input type="checkbox"/> Illinois			<input type="checkbox"/> New Jersey			<input type="checkbox"/> Wisconsin		
<input type="checkbox"/> Indiana			<input type="checkbox"/> New Mexico			<input type="checkbox"/> West Virginia		
<input type="checkbox"/> Kansas			<input type="checkbox"/> Nevada			<input type="checkbox"/> Wyoming		
<input type="checkbox"/> Kentucky			<input type="checkbox"/> New York					

► Explain the justification (scope of operation) for any estimated distance reported or use the estimated distance chart:

- Actual distances traveled shown on this form includes all interstate and intrastate mileage and also includes all mileage operated under trip lease to another carrier.
  - All vehicles are insured while operated upon the public roads as required by law. Proof of financial responsibility will be carried in each vehicle.
  - Applicable highway use taxes have been paid on the \_\_\_\_\_ power units listed on the attached equipment list.
- KnowingIy providing false information on an application filed with the department subjects you to a third-degree felony under Transportation Code §502.410.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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# Texas International Registration Plan Apportioned Application Schedule A

Account Name	Contact Person	Account Expiration	<b>OFFICE USE ONLY</b>
Physical Texas Address	County of Residence	Phone No. ( ) ( )	HVUT Verified: Insurance Verified: Verified by:
City, State, ZIP	Region	Fax No. ( ) ( ) Secondary Phone No. ( ) ( )	

## VEHICLE EQUIPMENT LIST

Unit #	Year	Make	New Plate #	Axles	Total Axles	Unladen Wgt.	Type *	Fuel	Gross Wgt.	Purchase Price	Purchase Date	Factory Price	Special Use
V.I.N.				Owner Name					Document # **			Federal Employer ID #	Seats
Unit #	Year	Make	New Plate #	Axles	Total Axles	Unladen Wgt.	Type *	Fuel	Gross Wgt.	Purchase Price	Purchase Date	Factory Price	Special Use
V.I.N.				Owner Name					Document # **			Federal Employer ID #	Seats
Unit #	Year	Make	New Plate #	Axles	Total Axles	Unladen Wgt.	Type *	Fuel	Gross Wgt.	Purchase Price	Purchase Date	Factory Price	Special Use
V.I.N.				Owner Name					Document # **			Federal Employer ID #	Seats
Unit #	Year	Make	New Plate #	Axles	Total Axles	Unladen Wgt.	Type *	Fuel	Gross Wgt.	Purchase Price	Purchase Date	Factory Price	Special Use
V.I.N.				Owner Name					Document # **			Federal Employer ID #	Seats
Unit #	Year	Make	New Plate #	Axles	Total Axles	Unladen Wgt.	Type *	Fuel	Gross Wgt.	Purchase Price	Purchase Date	Factory Price	Special Use
V.I.N.				Owner Name					Document # **			Federal Employer ID #	Seats
Unit #	Year	Make	New Plate #	Axles	Total Axles	Unladen Wgt.	Type *	Fuel	Gross Wgt.	Purchase Price	Purchase Date	Factory Price	Special Use
V.I.N.				Owner Name					Document # **			Federal Employer ID #	Seats

\* Type = **BS** (bus), **TK** (truck only), **TT** (truck tractor); Fuel = (**D**iesel, **G**as, **P**ropane); Special Use = Nonstandard Uses (i.e., **g**arnival, **d**ump truck, **f**arm truck, **l**oading, **w**recker, etc.)

(M)